

FIGURE 1

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Find,Locate,Office] [Help]

[Preview,Registration]

[Cancel] [Save,Match Me to Jobs] [Save,Don't Match Me to Jobs]



General Info   Work Profile   Work History   Jobs   Education   Skills Profile

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle ( ? ).

### Contact Information

\* Last Name: Smith  
\* First Name: Sue  
Email: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_

\* Address 1: 1234 Main  
Address 2: \_\_\_\_\_  
City: Chicago  
State: Illinois  
County: COOK  
Home Phone: 773-1234567  
Work Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

\* ZIP Code: 60613  
\* Country: USA

Work Extension: \_\_\_\_\_

\* May Employers contact you directly?  Yes  No (Choose "Yes" to show them your contact information)

### Confidential Information

SSN:

\* Mother's Maiden Name: Main

\* Password:  \*\*\*\*\*  
\* Confirm Password:  \*\*\*\*\*

(Password must be 5 to 15 characters long.)

### Other Information

What is the highest level of Education you have completed?  High School Diploma or GED

\* Can you legally work in the United States?  Yes  No  
Are you willing to work for temporary agencies?  Yes  No

### Veteran Information

If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information

Start	Novice-driven application	Document Done	ISM Skills Match Home	Control Panel	ISM Job Seeker Home	11:47 AM
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FIGURE 2

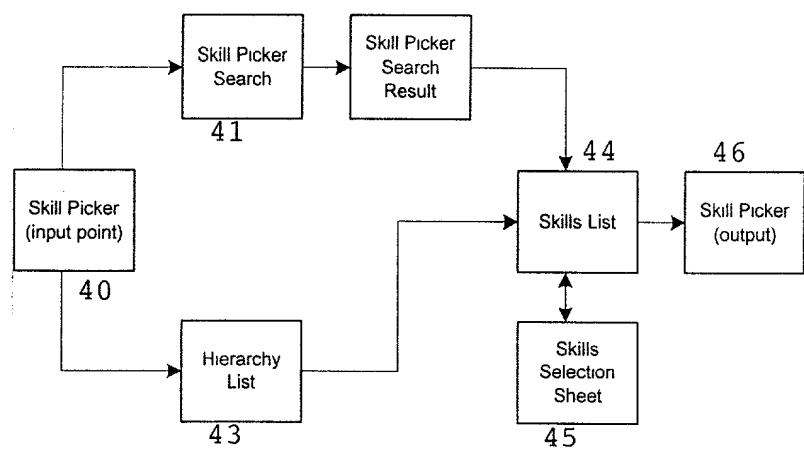


FIGURE 3



Incomplete registrations cannot be processed. Required fields are marked with an asterisk (\*).

**Please fill out your Company Information**

\* Company Name:   
FEIN:   
UI Acct Number:   
Company Type:  Private Sector

**Please fill out your Contact Information**

Salutation:   \* First Name:  M.  \* Suffix:    
\* Email:   
\* Address 1:   
Address 2:   
\* City:   
\* State:  Illinois  \* County:    
\* Phone:   
Fax:   
Department:   
Job Title:   
\* Password:   \* Confirm:   
\* Zip Code:   
Extension:

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local IETC Office.)

(Password must be 5 to 15 characters long.)

(Please re-type your password exactly as you entered it above.)

FIGURE 4

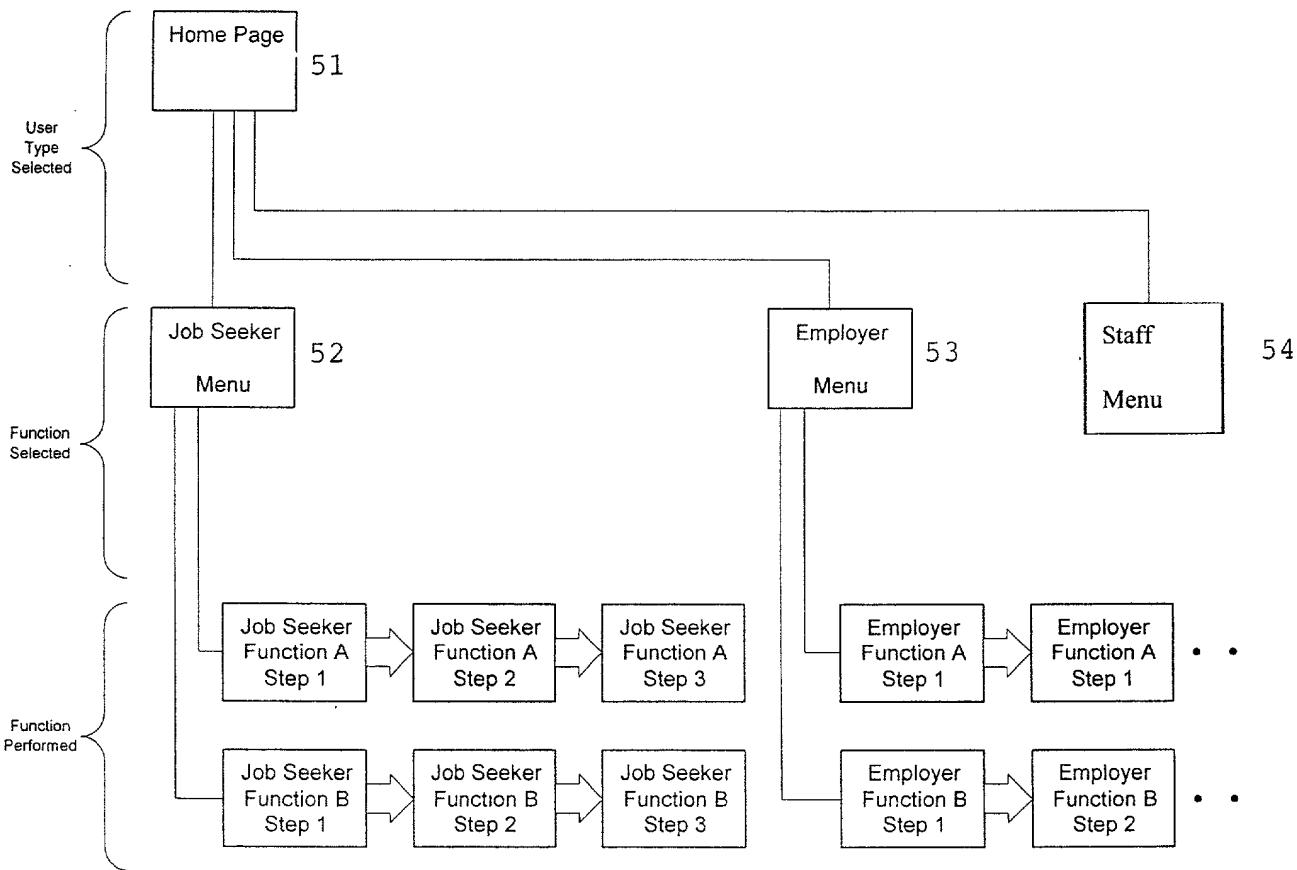


FIGURE 5

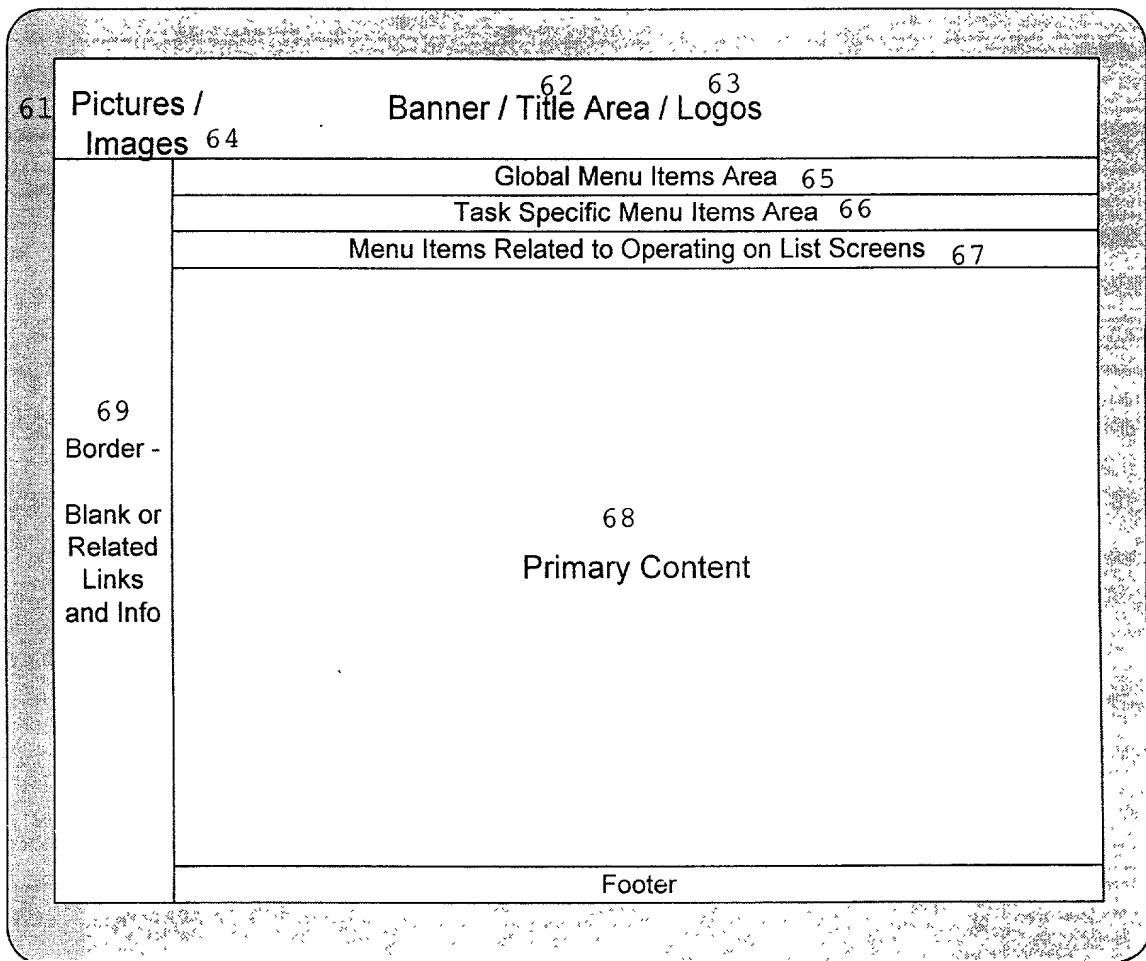


FIGURE 6

File Edit View Communicator Help

Back Forward Home Search Navigate Print Security Help

Bookmarks  Bookmarks <http://devweb.200801ISM/BSM801H.htm>  Yellow Pages  Download  Find Sites  Chat

Instant Message  Webcam  Contact  People  Find Sites  Chat

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

**PARTNERING WITH**

- [Illinois Community College Board \(ICCB\)](#)
- [Illinois State Board of Education \(BOE\)](#)
- [Illinois Board of Higher Education \(IBHE\)](#)
- [Illinois Employer Council \(IEC\)](#)
- [Department of Aging \(DOA\)](#)
- [Department of Commerce and Community Affairs \(DCCA\)](#)
- [Department of Aging \(DOA\)](#)
- [Department of Human Services \(DHS\)](#)
- [Partnership Agencies List \(PAL\)](#)
- [Illinois Occupational Skills Standards and Credentialing Council \(OSSCC\)](#)
- [Veterans Employment and Training \(VET\)](#)

Welcome to the Illinois Skills Match website. This site is available to both Employers and Job Seekers. Enter the site by clicking on one of the buttons below.

**Employer** **Job Seeker**

In cooperation with

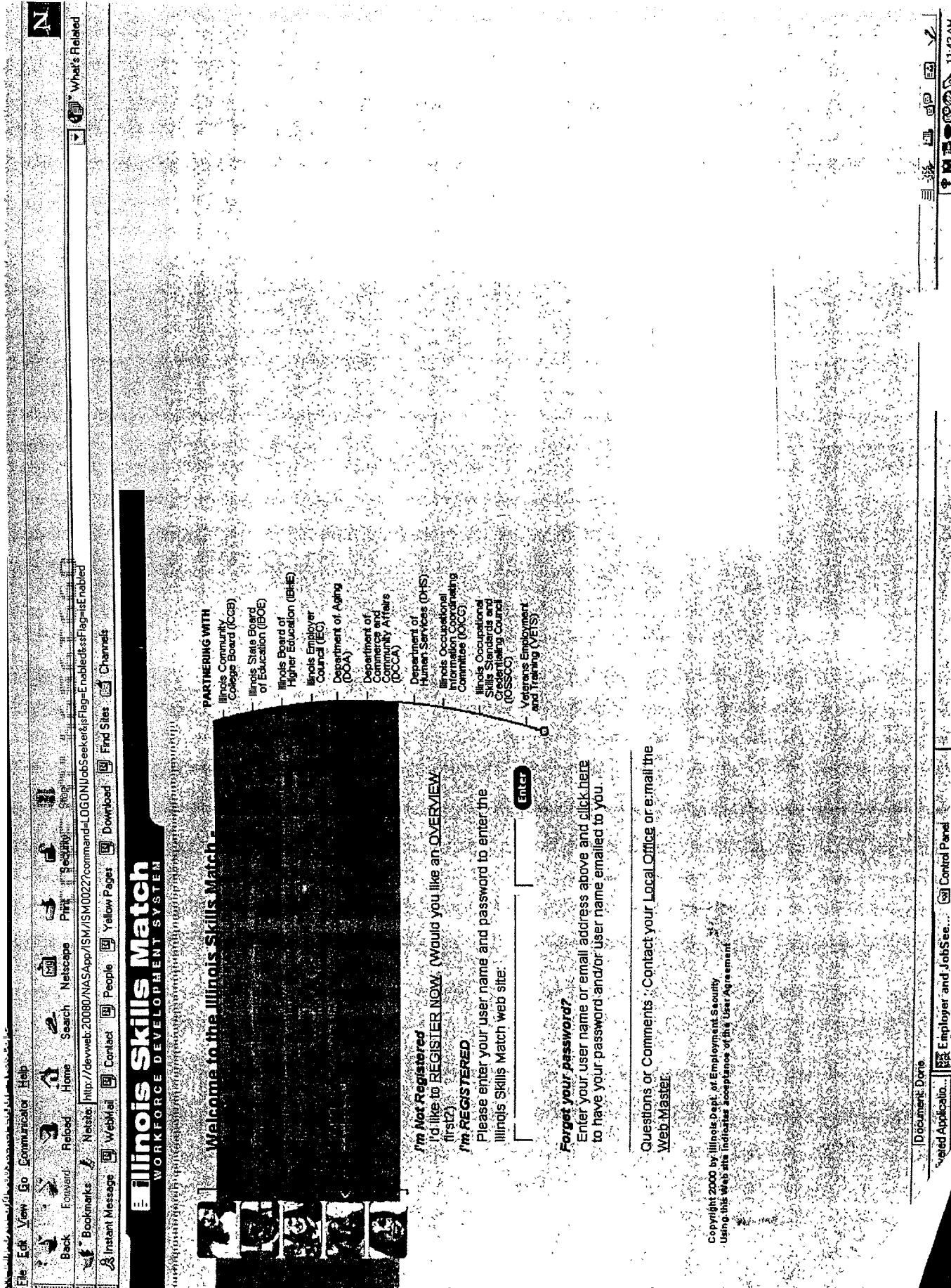
**IDES** **ITC**

Would you like to see a brief [OVERVIEW](#) telling you more about Illinois Skills Match?

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Document: Done  Illinois Skills Match  Contact Panel  Novel-delivered Application  Start  11:41 AM

FIGURE 7



ETGIRE 8

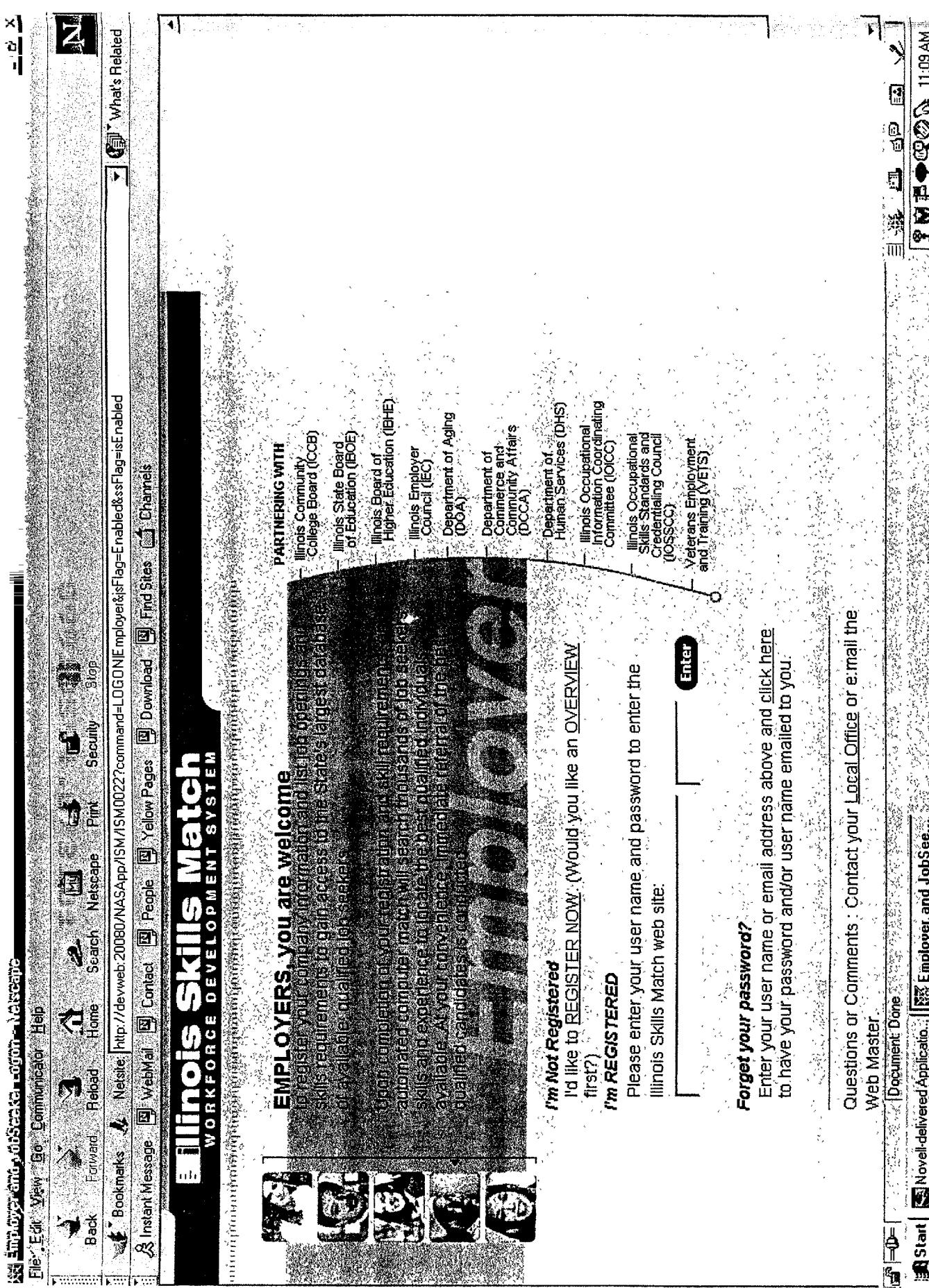


FIGURE 9

## Staff Menu

### System Administration Functions

- List Employer Registration Requests
- Add Employer Contact
- Search BFS Employers
- Search ISM Employers
- Search ISM Users
- Add ISM User

### Staff Functions for Servicing Employers

- Search Job Orders

### Staff Functions for Servicing Job Seekers

- Search Job Seekers
- Other Staff Functions
- Print Skill Selection Sheet for a Job Seeker
- Change Password

- Edit Logon Message
- Find Skills
- Add Skills
- Search Hierarchy
- Display Hierarchy List
- Add Hierarchy Item

### Staff Functions for Employer Contacts

- Search Employer Contacts

### Other Staff Functions

- Register New Job Seeker
- Print Skill Selection Sheet for an Employer Contact
- Change Password

 Matching Required - Used in Matching Job Seekers and Job Orders

 Required - This information must be entered

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 Confidential - This information is kept secure and confidential

 Help Book - Provides field level help

FIGURE 10

**Search Job Seekers**

**Logon** **[Home]** **[End Local Office]** **[Help]**

**[Search]**

**Please enter your search criteria in one or more of the search fields, then click on the **Search** button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (+) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).**

SSN#

Last Name.

Gender.

City.

State.

Phone.

Last Updated By

Case Manager

Vet Status.

Office.

Partner

Special Program

Has not received Password Reset

Registration Range.

Age Range  to

First Name.

+User Names

+County Code.

+Zip Code.

Status

Created By

+SOC Code

Region

since  (ex: 12-31-1994)

to  (ex: 12-31-1999)

[Search]

[Return To Top]

**MatchingRequired - Used in Matching Job Seekers and Job Orders**

**\*** **Required - This information must be entered**

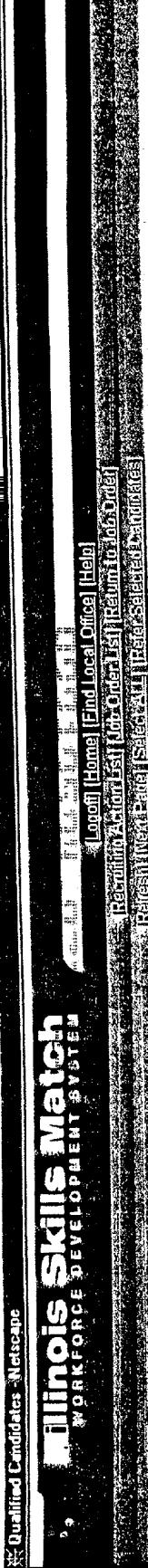
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**Confidential - This information is kept secure and confidential**

**Help Book - Provides field level help**

FIGURE 11



## Qualified Candidate List

98 qualified candidates found

Id	Nice Skills	Date Viewed	Rank
156378	0	07/06/2000	3
12307	0	06/16/2000	4
164052	0	06/16/2000	4
4106	0	06/16/2000	06/15/2000
98187	0	06/16/2000	06/15/2000
121199	0	06/15/2000	06/15/2000
82116	0	06/15/2000	06/15/2000
118549	0	06/15/2000	06/15/2000
14285	0	06/15/2000	06/15/2000
95622	0	06/15/2000	06/15/2000
92644	0	06/15/2000	06/15/2000
114861	0	06/15/2000	06/15/2000
118652	0	06/15/2000	06/15/2000
101135	0	06/15/2000	06/15/2000
162069	0	06/15/2000	06/15/2000
35725	0	06/15/2000	06/15/2000
138349	0	06/15/2000	06/15/2000
40245	0	06/15/2000	06/15/2000
3286	0	06/14/2000	06/15/2000
132325	0	06/14/2000	06/15/2000
986167	0	06/14/2000	06/15/2000
184146	0	06/14/2000	06/14/2000
74084	0	06/15/2000	06/15/2000
101101	0	06/15/2000	06/15/2000
14178	0	07/06/2000	

Page 1 of 4.

[\[Refresh\]](#) [\[Next Page\]](#) [\[Select All\]](#) [\[Refer Selected Candidates\]](#)

-  Matching/Required - Used in Matching Job Seekers and Job Orders
-  Required - This information must be entered
-  Confidential - This information is kept secure and confidential
-  Help Book - Provides field level help

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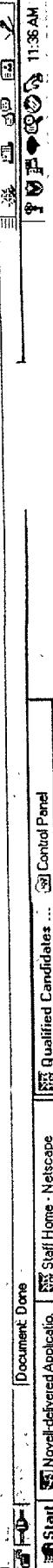


FIGURE 12

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]  
[Return To Qualified Candidate List]  
[Previous Candidate] [Next Candidate]

Update Successful



## Contact Information

Name: Stevie Daniels  
Address: 1807 W North Ave  
City, State, ZIP: Chicago, IL 60622  
County: COOK  
Telephone: (773) 722-0377  
EMAIL:

Name: Stevie Daniels  
Address: 1807 W North Ave  
City, State, ZIP: Chicago, IL 60622  
County: COOK  
Telephone: (773) 722-0377  
EMAIL:

Name: Stevie Daniels  
Address: 1807 W North Ave  
City, State, ZIP: Chicago, IL 60622  
County: COOK  
Telephone: (773) 722-0377  
EMAIL:

## Skills

### Auditors

Inspect cash on hand, notes receivable and payable, negotiable securities, and canceled checks

Less than 1 year

More than 5 years

### Bakers

Read and follow recipes

### Bartenders

Check identification

Draw draft beer or ale

Mix alcoholic or non-alcoholic drinks

Order liquor

Take food or beverage orders

### Cooks, Short Order

Serve meals, snacks, desserts, or beverages

### Flight Attendants

Greet or assist visitors, guests, or customers

### Food Service Managers

Purchase, order, or requisition materials, supplies or equipment

### Helpers-Production Workers

Count items

### Private Detectives and Investigators

Count money in cash drawer

### Standard Work Skills

Class A driver license - any single vehicle unit and including 16 ton or more freight or flat

Yes

No

Document Done

Start

Novel-Delivered Application...

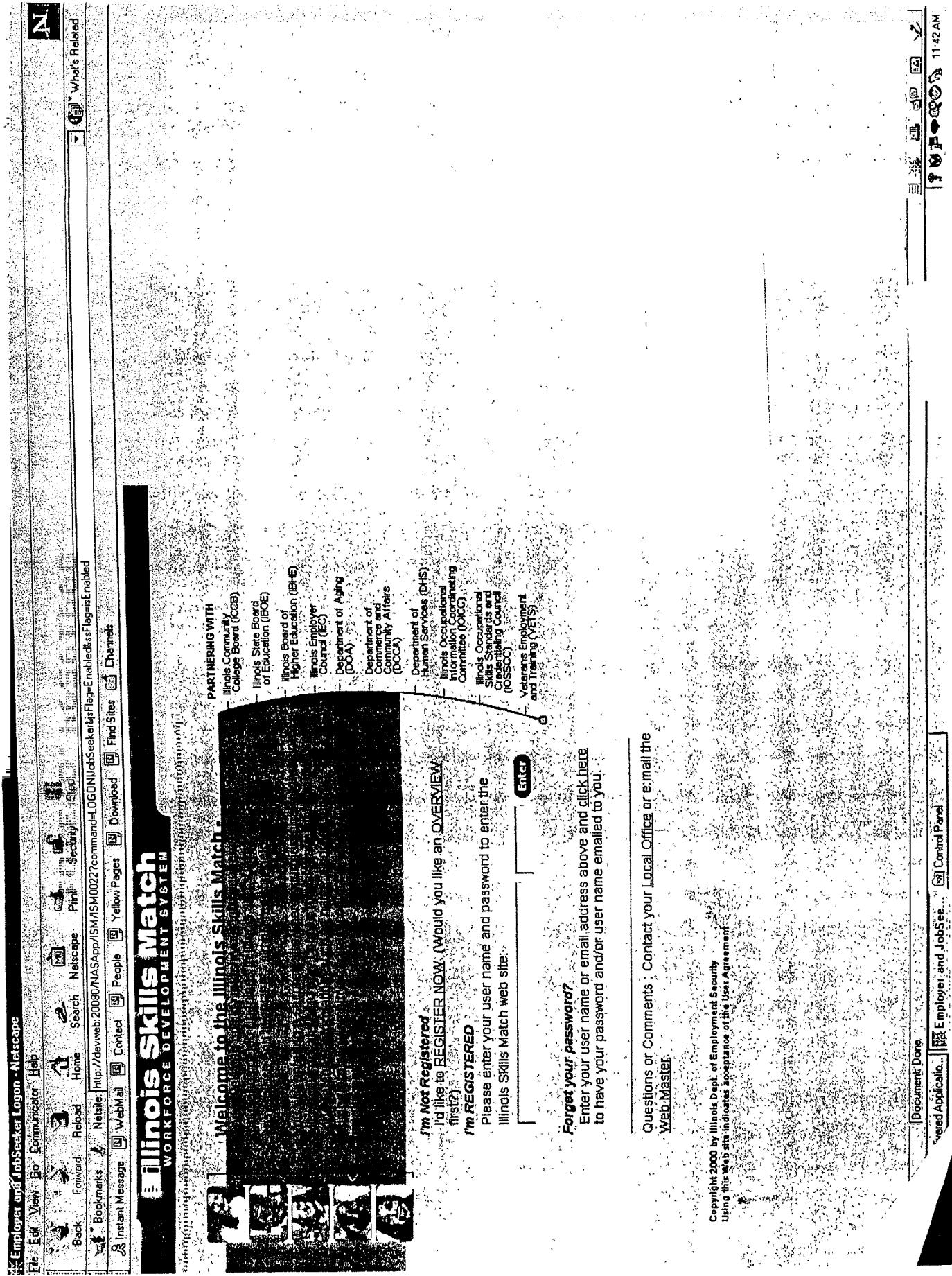
Staff Home - NetScope

View/Process Qualification

Control Panel

11:38 AM

FIGURE 13



ETCIPPE 11

<p><b>Illinois Skills Match</b> WORKFORCE DEVELOPMENT SYSTEM</p> <p>General Info   <input type="checkbox"/> Work History   <input type="checkbox"/> Work History   <input type="checkbox"/> Education   <input type="checkbox"/> Skills Profile</p> <p><input type="button" value="Logout"/> <input type="button" value="Find Local Office"/> <input type="button" value="Help"/> <input type="button" value="Preview Registration"/> <input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Match Me to Jobs"/> <input type="button" value="Save Don't Match Me to Jobs"/></p> 		<p>Please fill in all required fields denoted by either an asterisk (*) or a puzzle ( * )</p> <p><b>Contact Information</b></p> <table> <tr> <td>* Last Name</td> <td>Smith</td> <td>Middle Initial</td> <td> </td> </tr> <tr> <td>* First Name</td> <td>Sue</td> <td> </td> <td> </td> </tr> <tr> <td>Email</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>* Address 1</td> <td>1234 Main</td> <td> </td> <td> </td> </tr> <tr> <td>Address 2.</td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td>* City</td> <td>Chicago</td> <td>* ZIP Code</td> <td>60613</td> </tr> <tr> <td>* State:</td> <td>Illinois</td> <td>* Country</td> <td>USA</td> </tr> <tr> <td>* County</td> <td>COOK</td> <td> </td> <td> </td> </tr> <tr> <td>Home Phone</td> <td>773-1234567</td> <td>Work Extension</td> <td> </td> </tr> <tr> <td>Work Phone</td> <td> </td> <td>Fax Number</td> <td> </td> </tr> </table> <p>* May Employers contact you directly? <input type="checkbox"/> Yes <input type="checkbox"/> No (Choose "Yes" to show them your contact information)</p> <p><b>Confidential Information</b></p> <p><input type="checkbox"/> SSN: _____</p> <p>* Mother's Maiden Name: Main</p> <p><b>Other Information</b></p> <p>What is the highest level of Education you have completed? <input type="checkbox"/> High School Diploma or GED <input type="checkbox"/> _____</p> <p>* Can you legally work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Are you willing to work for temporary agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If you are a Veteran or the spouse of a Veteran, click here to enter your Veteran Information</p>		* Last Name	Smith	Middle Initial		* First Name	Sue			Email				* Address 1	1234 Main			Address 2.				* City	Chicago	* ZIP Code	60613	* State:	Illinois	* Country	USA	* County	COOK			Home Phone	773-1234567	Work Extension		Work Phone		Fax Number	
* Last Name	Smith	Middle Initial																																									
* First Name	Sue																																										
Email																																											
* Address 1	1234 Main																																										
Address 2.																																											
* City	Chicago	* ZIP Code	60613																																								
* State:	Illinois	* Country	USA																																								
* County	COOK																																										
Home Phone	773-1234567	Work Extension																																									
Work Phone		Fax Number																																									
ISM Job Seeker Home Page - Netscape	Document Done	ISM Skills Match Home	ISM Control Panel																																								
ISM Job Seeker Application	ISM Matched Application	ISM Job Seeker Home	ISM Job Seeker Home																																								

SECTION 1 E

<p><b>Veteran Information</b></p> <p>If you are a veteran or the spouse of a veteran, click here to enter your veteran information </p> <p><b>Other Confidential Information</b></p> <p>NOTE: This information is used for internal statistical reporting and user identification purposes <b>ONLY</b> and <b>WILL NOT</b> be viewed by an employer.</p> <p><input checked="" type="radio"/> In School? <input type="radio"/> Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> Employed? <input type="radio"/> Yes <input checked="" type="radio"/> No <input checked="" type="radio"/> Seasonal/Migrant Worker? <input type="radio"/> Yes <input checked="" type="radio"/> No </p> <p><input checked="" type="radio"/> Do you have a disability as defined in section 504 of the 1973 Rehabilitation Act or the Americans with Disabilities Act of 1990? <input type="radio"/> Yes <input checked="" type="radio"/> No </p>	<p><input checked="" type="radio"/> Race/Ethnicity  <input checked="" type="radio"/> Gender  <input checked="" type="radio"/> Birth Date  (Enter as MM/DD/YYYY)</p> <p><b>Continue</b>  <b>Return to Top</b></p> <p><input checked="" type="radio"/> Matching/Required - Used in Matching Job Seekers and Job Orders * Required - This information must be entered </p> <p>Confidential - This information is kept secure and confidential </p> <p>Help Book - Provides field level help</p> <p>Copyright 2000 by Illinois Dept of Employment Security Using Web site indicates acceptance of User Agreement</p> <p><b>Start</b>  <b>Document Done</b>  <b>Novell-delivered Application</b>  <b>ILSM Job Seeker Home</b>  <b>Contact Page</b> </p>
---	---

FIGURE 15 Continued

ETCIBE 16

[Logout] [Find Local Office] [Help]  
[Preview Registration]

[Cancel] [Save Match Me to Jobs] [Save, Don't Match Me to Jobs]

[General Info] [Work Pref] [Work History] [Education] [Skills] [Skills Profile]

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle ( ).

#### Transportation Information

I am willing to travel within  miles of the  zip code 

#### Work Information (check all boxes that apply)

- What kind of work are you seeking?  On-Going  Temporary
- What type of work are you seeking?  Full Time  Part Time
- What shifts are you available to work?  Days  Evenings
- Rotating  Split
- Do not match me to jobs that pay less than  

**Continue**

[Return To Top](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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Document: Done

Novel-Delivered Application...  Illinois Skills Match Home...  Control Panel  ISM Job Seeker Home

11:50 AM

FIGURE 17

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Find Local Office] [Help]

[Preview Registration]

[Cancel] [Save, Match Me to Jobs] [Save, Don't Match Me to Jobs]

General Info Work Profile Work History Work Experience Skills Profile Education

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle (\*).

**Work History**  
(Please enter most recent first)

Insert  Delete 

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Insert  Delete 

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

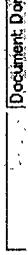
Insert  Delete 

Employer: \_\_\_\_\_

Job Title: \_\_\_\_\_

From Date: \_\_\_\_\_

To Date: \_\_\_\_\_

**ISM Job Seeker Home**  Control Panel 

Document Done

Start  New  Define  Add  **ISM Skills Match Home**  Control Panel 

11:30 AM

FIGURE 18

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [End Local Office] [Help]

[Preview Registration]

[Cancel] [Save, Match Me to Jobs] [Save, Don't Match Me to Jobs]

[General Info] [Work Profile] [Work History] [Education] [Skills Profile]

Please

fill in all required fields denoted by either an asterisk (\*) or a puzzle ( ? ).

## Education

(Please enter most recent first)

**Insert**  **Delete** 

School	<input type="text"/>
Number of Years Attended	<input type="text"/>
Degree	<input type="text"/>
Major	<input type="text"/>
Minor	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>

**Insert**  **Delete** 

School	<input type="text"/>
Number of Years Attended	<input type="text"/>
Degree	<input type="text"/>
Major	<input type="text"/>
Minor	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>

**Insert**  **Delete** 

School	<input type="text"/>
Number of Years Attended	<input type="text"/>
Degree	<input type="text"/>
Major	<input type="text"/>
Minor	<input type="text"/>

FIGURE 19

## Office and Administrative Support Occupations

### Office and Administrative Support Occupations

If you would like to look at a more detailed breakdown for this skill tree group, click on the hyperlinks provided at the bottom of the page to see more detailed groups

- Adjusters, Investigators, and Collectors
- Communications Equipment Operators
- Financial Clerks
- Information and Record Clerks
- Keyboard Entry Workers

[Go To Top](#)

- Material Recording, Scheduling, Dispatching, and Distributing Workers
- Other Office and Administrative Support Workers
- Secretaries and Administrative Assistants
- Supervisors, Office and Administrative Support Workers

Matching Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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 Help Book - Provides field level help

[ResponsibleSubmitForm("SAVELINK", "SCHER", "51")]

[Novellదదర్వీనాప్లికేషన్]

[ListHierarchy and Skills]

[Control Panel]

[Start]

11:52 AM

FIGURE 20

## Administrative Assistants

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

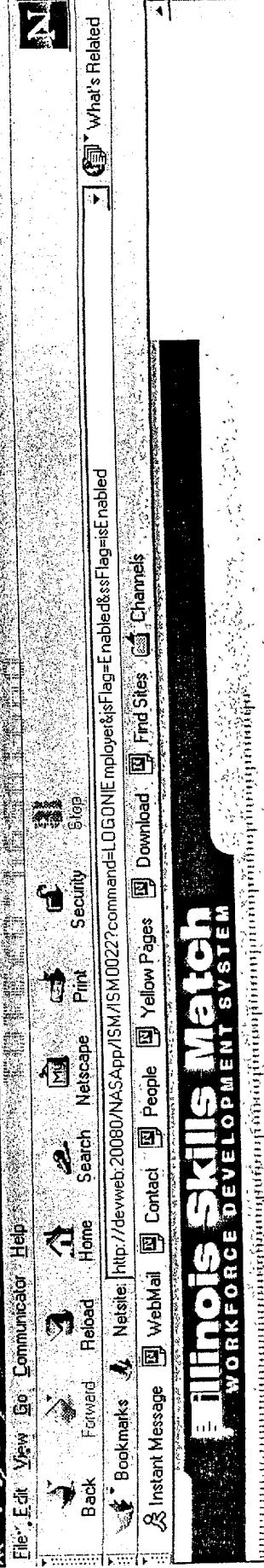
Office and Administrative Support Occupations > Secretaries and Administrative Assistants > Administrative Assistants

Please select the appropriate experience level for each skill below. If a skill does not apply, leave the value as 'None'. You may also use the 'Set Skills' button to set every skill on the page to the value shown

Years of Experience	Set All Skills To A Specific Level	None	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	Select Appropriate Skill Levels	More than 5 years	Set Skills
Advise or direct budget preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyze or resolve operational problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assign or prepare work schedules, duties, tasks, or responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compile or maintain records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain basic office procedures and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain a filing system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and coordinate conferences or events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Read and answer correspondence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommend measures to improve efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervise or coordinate personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use AS-400	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use database software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Excel software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Lotus 123 software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Microsoft Office software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use OS/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Paradox software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Quark software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Quattro Pro software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Quicken software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use spreadsheet PC software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Windows 3.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Windows 95	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use Windows 98	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use WordPerfect 6.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use WordPerfect 6.1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use WordPerfect 7.0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FIGURE 21



## EMPLOYERS, YOU ARE WELCOME

To register your company information and list job openings and skills requirements to gain access to the state's largest database of available qualified job seekers.

Upon completion of your registration and skill requirement, the automated computer match will search thousands of job seekers with the best qualified individuals available. All your job openings are available. All your nonconveniences, immediate referral of the best qualified candidates is conducted.

## PARTNERING WITH

- Illinois Community College Board (ICCB)
- Illinois State Board of Education (BOE)
- Illinois Board of Higher Education (IBHE)
- Illinois Employer Council (IEC)
- Department of Aging (DOA)
- Department of Commerce and Community Affairs (DCCA)
- Department of Human Services (DHS)
- Illinois Occupational Information Coordinating Committee (IOICC)
- Illinois Occupational Skills Standards and Credentialing Council (OSSCC)
- Veterans Employment and Training (VETs)

## I'm Not Registered

I'd like to REGISTER NOW (Would you like an OVERVIEW first?)

## I'm REGISTERED

Please enter your user name and password to enter the Illinois Skills Match web site:

## Forget your password?

Enter your user name or email address above and click here to have your password and/or user name emailed to you.

Questions or Comments : Contact your Local Office or e-mail the Web Master.

FIGURE 22

Employer Contact Request for Registration - Netscape

Incomplete registrations cannot be processed. Required fields are marked with an asterisk (\*).

**Please fill out your Company Information**

\* Company Name:  FEIN:

UI Acct Number:  Company Type:  Private Sector

**Please fill out your Contact Information**

Salutation:  \* First Name:  \* Last Name:

Suffix  \* Email:

(You must have an Email address to use the system. Email accounts are generally available for free on the Internet. Employers without Email accounts must contact their Local ETC Office.)

\* Address 1   
Address 2   
\* City   
\* State  Illinois  \* Zip Code   
\* County   
\* Phone  Extension:   
Fax   
Department   
Job Title:   
\* Password:  (Password must be 5 to 15 characters long.)  
\* Confirm:  (Please re-type your password exactly as you entered it above.)

**Submit**

Document Done

Novel-delivered Application... Illinois Skills Match Home... ETC Employer Contact Re...

Start

11:10 AM

FIGURE 23

Job Order ID: [REDACTED] Status: Worksheet Employer: Jobs R' Us

**Job Information**

\* Job Title? [REDACTED]

Description and Duties:  
(optional, up to 255 characters)

Tracking Identifier? [REDACTED] (Use this to help track Job Orders if you use another HR Tracking System)

Num of Openings? 1

\* Hours Per Week? 36-40

Duration of Work? On-Going

Shifts Available? Days Afternoons Nights Rotating Split

Type of Work? Full Time

Minimum Level of Education Required? High School Diploma or GED

**Salary Information**

\* Salary Range Job Seekers will view [REDACTED] Per Hour [REDACTED]

Match Job Seekers who will work for less than [REDACTED]

**Benefits Offered for Position**  
(The benefits selected below will be displayed to the Job Seeker. They are solely informational and are not a component of the match)

Dental  Dependent Care  
 Life  Long Term Disability  
 Medical  Paid Vacation  
 Pension  Pet Care  
 Profit Sharing  Short Term Disability

**Additional Job Information**  
(You may enter additional benefits offered or any marketing publicity about your company)

Put this Job Order on Hold Until [REDACTED] (MM/DD/YYYY)

Permanently 'Close' this Job Order Now  (Once the Job Order is 'Closed', it CANNOT be reopened)

\* Date this Job Order should be Closed? 10/03/2000 (MM/DD/YYYY)

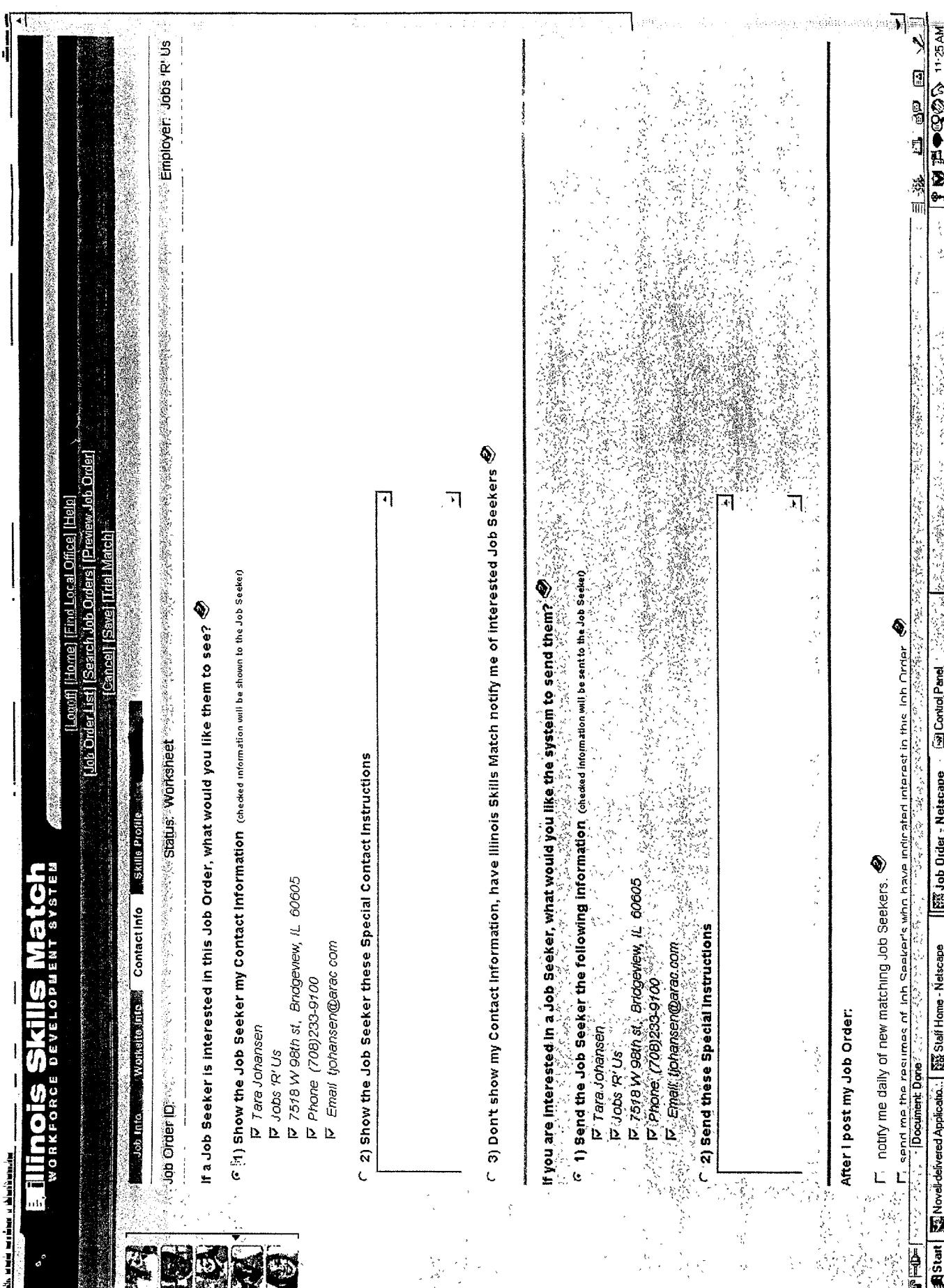
**Job Posting Status**

Document: Done

Start  Novell/Delevered Applicatio...  Staff Home - Netscape  Job Order - Netscape  Control Panel

11:23 AM

FIGURE 24



ENTERPRISE 26



**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

Find Local Office [Help]  
Top Level [Up One Level] [Search Skills] [Skills Profile] [Edit]

**Administrative Assistants**

Provide administrative support aiding executive in staff capacity by coordinating office services such as personnel, budget preparation, record control etc.

Office and Administrative Support Occupations >> Secretaries and Administrative Assistants >> Administrative Assistants

Please select the appropriate experience for each skill below. If a skill does not apply leave the value as 'None' You may also use the 'Set Skills' button to set every skill on the page to the value shown

Years of Experience

Set All Skills To A Specific Level:

Select Appropriate Skill Levels

	Training Only	Less than 1 year	1 - 3 years	3 - 5 years	More than 5 years
None	<input type="radio"/>				
Advise or direct budget preparation	<input type="radio"/>				
Analyze or resolve operational problems	<input type="radio"/>				
Assign or prepare work schedules, duties, tasks, or responsibilities	<input type="radio"/>				
Compile or maintain records	<input type="radio"/>				
Explain basic office procedures and equipment	<input type="radio"/>				
Maintain a filing system	<input type="radio"/>				
Plan and coordinate conferences or events	<input type="radio"/>				
Read and answer correspondence	<input type="radio"/>				
Recommend measures to improve efficiency	<input type="radio"/>				
Supervise or coordinate personnel	<input type="radio"/>				
Use AS-400	<input type="radio"/>				
Use database software	<input type="radio"/>				
Use Excel software	<input type="radio"/>				
Use Lotus 123 software	<input type="radio"/>				
Use Microsoft Access	<input type="radio"/>				
Use Microsoft Office software	<input type="radio"/>				
Use OS/2	<input type="radio"/>				
Use Paradox software	<input type="radio"/>				
Use Quark software	<input type="radio"/>				
Use Quattro Pro software	<input type="radio"/>				
Use Quicken software	<input type="radio"/>				
Use spreadsheet PC software	<input type="radio"/>				
Use Windows 3.1	<input type="radio"/>				
Use Windows 95	<input type="radio"/>				
Use Windows 98	<input type="radio"/>				
Use WordPerfect 6.0	<input type="radio"/>				
Use WordPerfect 6.1	<input type="radio"/>				
Use WordPerfect 7.0	<input type="radio"/>				



FIGURE 28

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Recruiting Action List] [Job Order List] [Return to Job Order]

[Refresh] [Next Page] [Select All] [Refer Selected Candidates]

## Qualified Candidate List

98 qualified candidates found

	<b>Id</b>	<b>Nice Skills</b>	<b>Date Viewed</b>	<b>Date Matched</b>	<b>Rank</b>
	156378	0	07/06/2000	06/15/2000	3
	12307	0	06/16/2000	06/15/2000	4
	164052	0	06/16/2000	06/15/2000	4
	4106	0	06/16/2000	06/15/2000	
	28187	0	06/16/2000	06/15/2000	
	121199	0		06/15/2000	
	82116	0		06/15/2000	
	118549	0		06/15/2000	
	14285	0		06/15/2000	
	99622	0		06/15/2000	
	92644	0		06/15/2000	
	114861	0		06/15/2000	
	119552	0		06/15/2000	
	101135	0		06/15/2000	
	162069	0		06/15/2000	
	35725	0		06/15/2000	
	138349	0		06/15/2000	
	40245	0		06/15/2000	
	3286	0		06/15/2000	
	132325	0		06/14/2000	
	96567	0		06/15/2000	
	164146	0		06/14/2000	
	74QB4	0		06/15/2000	
	101101	0		06/15/2000	
	14178	0	07/06/2000		

[Refresh] [Next Page] [Select All] [Refer Selected Candidates]

Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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Help Book - Provides field level help



FIGURE 29

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Job Order List] [Claimed Candidate List]

[Refresh] [Save]

## Recruiting Actions List

9 items found

Job Seeker ID	Job Seeker Name	Source Employer	Action Taken	Action Date	Updated By	Date
118349	Stephe Daniels	Employer	Yes	07/11/2000	Recruiting Outcome:	
156378	<withheld>	Employer	Yes	07/11/2000	Recruiting Outcome:	
11974	Eva E Banegas	Employer	Yes	06/14/2000	Recruiting Outcome:	
8230	Sanfor Hoewitz	Employer	Yes	06/14/2000	Recruiting Outcome:	
121841	<withheld>	Employer	No	06/14/2000	Recruiting Outcome:	
52152	<withheld>	Employer	No	06/14/2000	Recruiting Outcome:	
157498	<withheld>	Employer	No	06/14/2000	Recruiting Outcome:	
162804	<withheld>	Employer	No	06/14/2000	Recruiting Outcome:	
65612	<withheld>	Employer	No	06/14/2000	Recruiting Outcome:	

[Refresh] [Save]

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Document Done

Novell-delivered Applications

Staff Home : Netscape

Recruiting Actions List

Control Panel

Start

11:39 AM

FIGURE 30

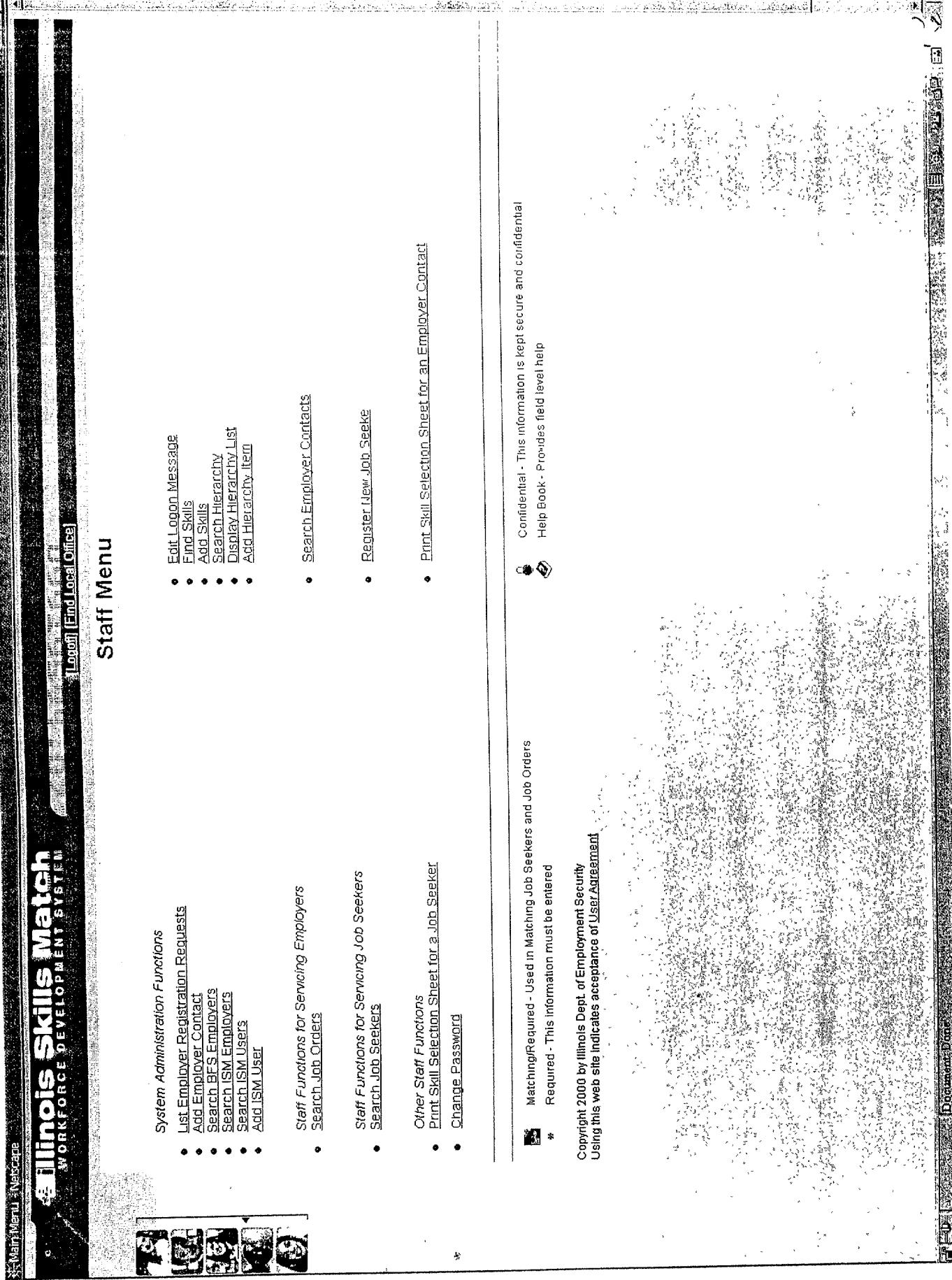


FIGURE 31

Job Order - Netscape

**Illinois Skills Match**  
WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [Find Local Office] [Help]

[Job Order List] [Search Job Orders] [Preview Job Order] [Qualified Candidate List] [Recruiting Action List]

[Cancel] [Save and Re-Post] [Employer: TCI Cable Partners of St. Louis LP]

Job Order ID: 469 Owner (User Name):  Status: Posted

Job Info [Workers Info] [Communication Info] [Skills Profile] Staff Only

Prior to use, Consult Policy and Procedures Section 4333

**Special Programs**

DOC 7-B  HTTF  
 MANG  NAFS  
 TANF  Title I  
 WOTC  Title II

International Registry  
 Sr. Comm. Svcs Employment Pgm

**This Job Order is:**

Affirmative Action?  Yes  No 

**Communications**

Do not send the employer IMMEDIATE communications concerning matching candidates?

**Notes** (on job order or employer contact)

[Return To Top](#) [Post Job Order](#) 

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\* Required - This information must be entered  
Help Book - Provides field level help

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Document Date:

FIGURE 32

[Logout] [Home] [Find Local Office] [Help]

[Search]

## Search Job Orders

Please enter your search criteria. The resulting Job Order list matching your search criteria will then be displayed. All fields that have a ":" next to them will allow multiple entries separated by a comma (eg. 13, 14, 15)

+ Job Order ID:	<input type="text"/>	Status:	<input type="text"/>
Worksite City:	<input type="text"/>	Worksite State:	<input type="text"/> Illinois
+ County Code:	<input type="text"/>	+ Worksite Zip Code:	<input type="text"/>
Created By:	<input type="text"/>	SOC Code:	<input type="text"/>
Office:	<input type="text"/>	Partner:	<input type="text"/>
Special Program:	<input type="text"/>	DHS	<input type="checkbox"/>
Created Between:	<input type="text"/> - And - <input type="text"/>	IBHE	<input type="checkbox"/>
		IBOE	<input type="checkbox"/>
		ICCB	<input type="checkbox"/>
		IDES	<input type="checkbox"/>
		Internet	<input type="checkbox"/>
		ORS	<input type="checkbox"/>
		SCSEP	<input type="checkbox"/>
		USDOL/VETS	<input type="checkbox"/>
		VMA Svc Pvd	<input type="checkbox"/>

 Matching/Required - Used in Matching Job Seekers and Job Orders

 Required - This information must be entered

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FIGURE 33

[Logout] [Home] [Find Local Office] [Help]

[Search]

## Search Job Seekers

Please enter your search criteria in one or more of the search fields, then click on the Search button above. The resulting Job Seeker List matching your search criteria will then be displayed. All fields that have a (+) next to them allow multiple entries separated by a comma (e.g. 13, 14, 15).

SSN#	(Ex: 111-11-1111)	Age Range	<input type="text"/> to <input type="text"/>
Last Name	<input type="text"/>	First Name	<input type="text"/>
Gender	<input type="text"/>	+User Names	<input type="text"/>
City	<input type="text"/>	+County Code	<input type="text"/>
State	<input type="text"/>	+Zip Code	<input type="text"/>
Phone	(Ex: (312)555-5555)	Status	<input type="text"/>
Last Updated By	<input type="text"/>	Created By	<input type="text"/>
Case Manager	<input type="text"/>	+SOC Code	<input type="text"/>
Vet Status	<input type="text"/>	Region	<input type="text"/>
Office	<input type="text"/>	Central	<input type="checkbox"/>
Partner	<input type="text"/>	Metro North	<input type="checkbox"/>
Special Program	<input type="text"/>	Metro South	<input type="checkbox"/>
Has not received Password Reset	<input type="text"/>	Northern	<input type="checkbox"/>
Registration Range	<input type="text"/> to <input type="text"/> (Ex: 12/3/1999)	Northwest	<input type="checkbox"/>
		Southern	<input type="checkbox"/>

[Return To Top](#)

[Search]

 Matching/Required - Used in Matching Job Seekers and Job Orders

 \* Required - This information must be entered

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 Help Book - Provides field level help

FIGURE 34

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

And a Service for an Employer Contact - Netscape

[Logout] [Home] [Find Local Office] [Help]

[Save & Add Another Service] [Save & Return to Previous Page] [Cancel & Return to Previous Page]

## Add a Service for an Employer Contact

Enter the necessary fields. Fields with an asterisk (\*) are required fields. When finished, click 'Save and Return to Previous Page' to save the new service. If you would like to add another service for this employer contact, click 'Save and Add another Service' in order to stay on this screen. If you do not want to add the current service click 'Cancel and Return to Previous Page'.

Employer Contact John Walsworth

Staff Member Andy AStutter

IDES 0055

IETC

\* Service Date 07/21/2000

\* Type of Service  
Comments

- Apprenticeship Program
- Bonding Program
- Career Internet, Americas Talent Bank, Americas Job Bank
- Customized Training
- EDWAAWARN Meetings
- Field Visits
- Labor Market Information (LMI)
- Mandatory Posters
- Media Request
- Occupational Assessment
- Onsite Employer Contact
- Referral to Other Workforce/Economic Development Agencies
- Referrals to Other Governmental Agencies
- Revenue Account Information
- Speaker Services
- Specialized Recruitment
- Tax Credit Programs
- Technical Assistance

[Save & Add Another Service] [Save & Return to

MatchingRequired - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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FIGURE 35

# Illinois Skills Match

WORKFORCE DEVELOPMENT SYSTEM

[Logout] [Home] [End Local Office] [Help]

[Preview Registration] [Cancel] [Save Match Me to Jobs] [Save, Dont Match Me to Jobs]

[General Info] [Work Profile] [Skills Profile] [Staff Only]

[Work History] [Education]

Please fill in all required fields denoted by either an asterisk (\*) or a puzzle (  ).

## Transportation Information

I am willing to travel within  miles of the  zip code 

1 - 10

11 - 20

21 - 30

31 - 40

41 - 50

51 - 60

61 - 70

71 - 80

81 - 90

91 - 100

Do not

No Limit

work are you seeking?  On-Going  
 work are you seeking?  Full Time  
 Are you available to work?  Days  
 Rotating

Temporary

Part Time

Evenings

Nights

Split

Rotating

Per Hour



**Continue**

[Return To Job](#)

Matching/Required - Used in Matching Job Seekers and Job Orders

\* Required - This information must be entered

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FIGURE 36

<a href="#">Logout</a>	<a href="#">Find Local Office Help</a>
<a href="#">Recruiting Action List</a>	<a href="#">Job Order List</a>
<a href="#">Print Job Order</a>	<a href="#">Print Job Order Details</a>
<a href="#">Print Web Based Job Order Selected Candidates</a>	

## Qualified Candidate List

98 qualified candidates found

<input type="checkbox"/>	<b>Id</b>	<b>Nice Skills</b>	<b>Date Viewed</b>	<b>Date Matched</b>	<b>Rank</b>
<input type="checkbox"/>	156378	0	07/06/2000	06/15/2000	3
<input type="checkbox"/>	12307	0	06/16/2000	06/15/2000	4
<input type="checkbox"/>	164052	0	06/16/2000	06/15/2000	4
<input type="checkbox"/>	4106	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	98187	0	06/16/2000	06/15/2000	
<input type="checkbox"/>	121199	0		06/15/2000	
<input type="checkbox"/>	82116	0		06/15/2000	
<input type="checkbox"/>	118549	0		06/15/2000	
<input type="checkbox"/>	14285	0		06/15/2000	
<input type="checkbox"/>	99622	0		06/15/2000	
<input type="checkbox"/>	92644	0		06/15/2000	
<input type="checkbox"/>	114861	0		06/15/2000	
<input type="checkbox"/>	118552	0		06/15/2000	
<input type="checkbox"/>	101195	0		06/15/2000	
<input type="checkbox"/>	162069	0		06/15/2000	
<input type="checkbox"/>	35725	0		06/15/2000	
<input type="checkbox"/>	138349	0		06/15/2000	
<input type="checkbox"/>	40245	0		06/15/2000	
<input type="checkbox"/>	3286	0		06/14/2000	
<input type="checkbox"/>	132325	0		06/15/2000	
<input type="checkbox"/>	98667	0		06/15/2000	
<input type="checkbox"/>	184146	0		06/14/2000	
<input type="checkbox"/>	74084	0		06/15/2000	
<input type="checkbox"/>	101101	0		06/15/2000	
<input type="checkbox"/>	12478	0	07/06/2000		

[\[Refresh\]](#) [\[Next Page\]](#) [\[Select ALL\]](#) [\[Refer Selected Candidates\]](#)
 Matching/Required - Used in Matching Job Seekers and Job Orders

 Required - This information must be entered

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 Help Book - Provides field level help

<input type="checkbox"/>	<a href="#">Document Done</a>
<input type="checkbox"/>	<a href="#">Novell-delivered Application</a>
<input type="checkbox"/>	<a href="#">Staff Home - Netscape</a>
<input type="checkbox"/>	<a href="#">Qualified Candidates</a>
<input type="checkbox"/>	<a href="#">Control Panel</a>
<input type="checkbox"/>	<a href="#">Start</a>

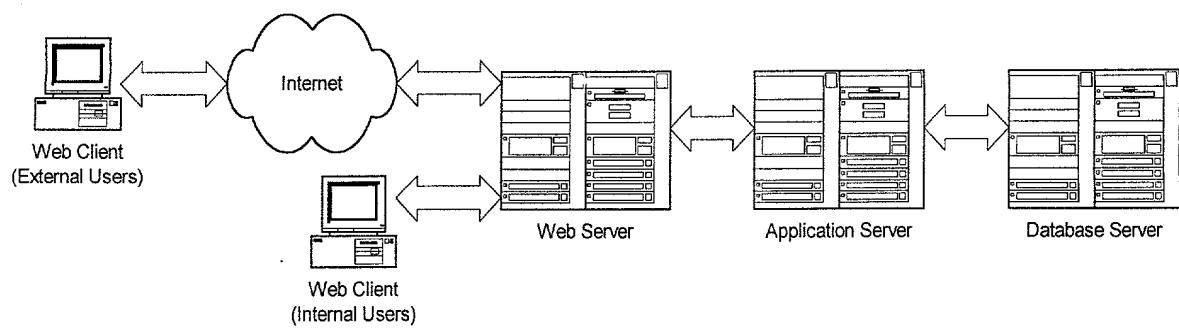


Figure 38

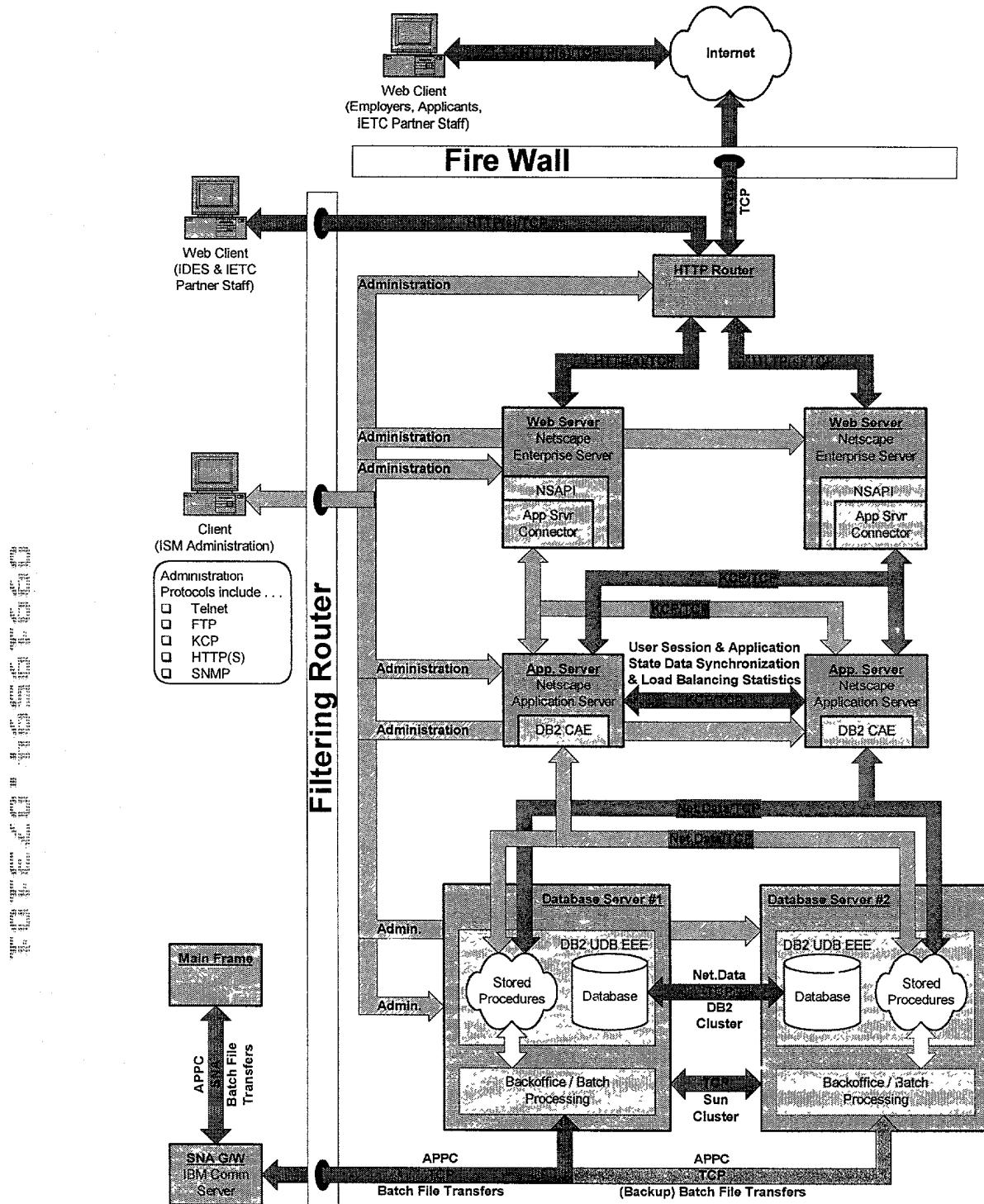


Figure 39

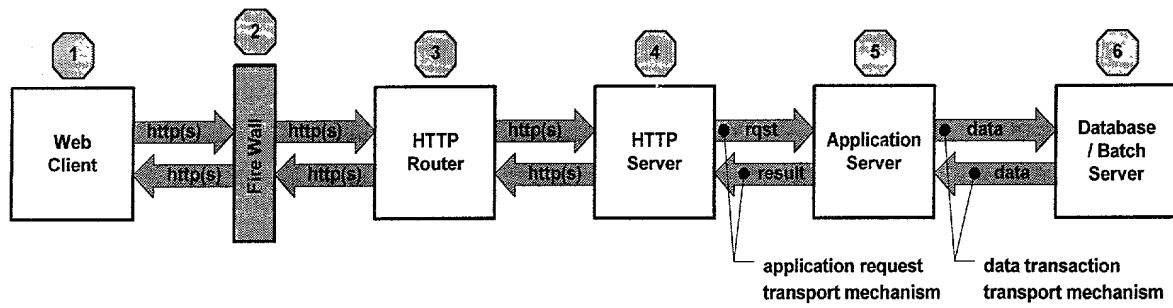


Figure 40

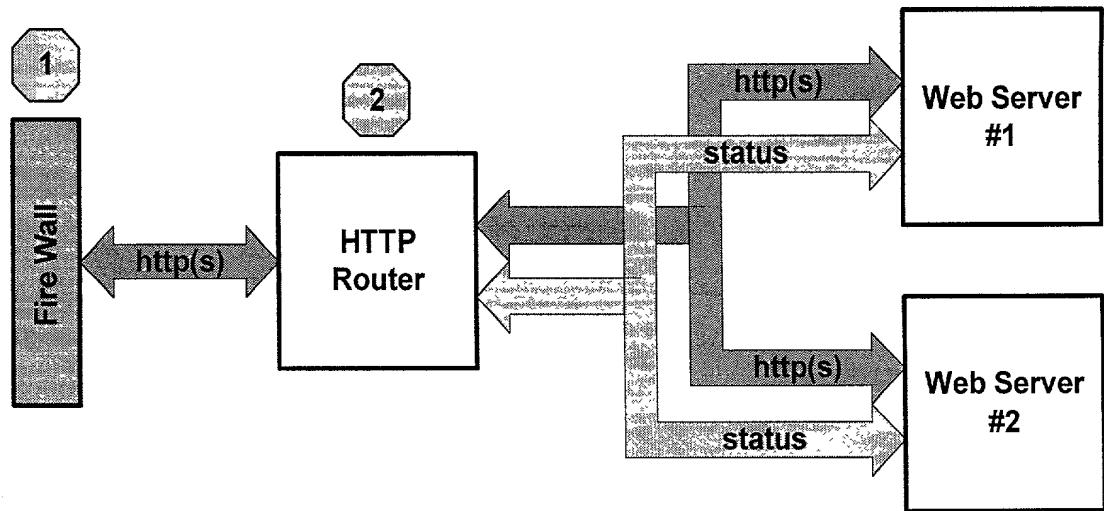


Figure 41

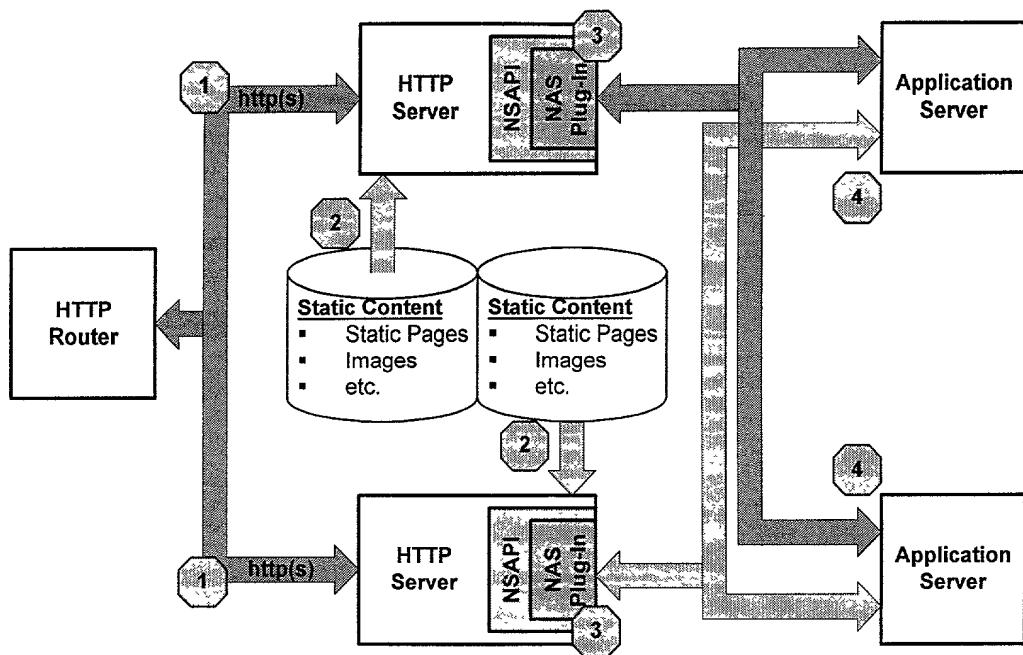


Figure 42

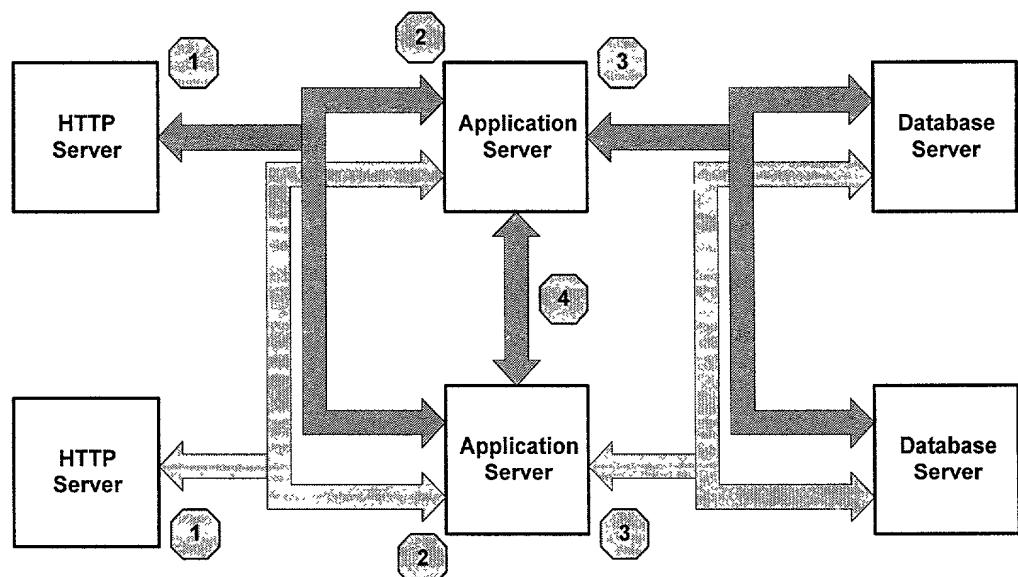


Figure 43

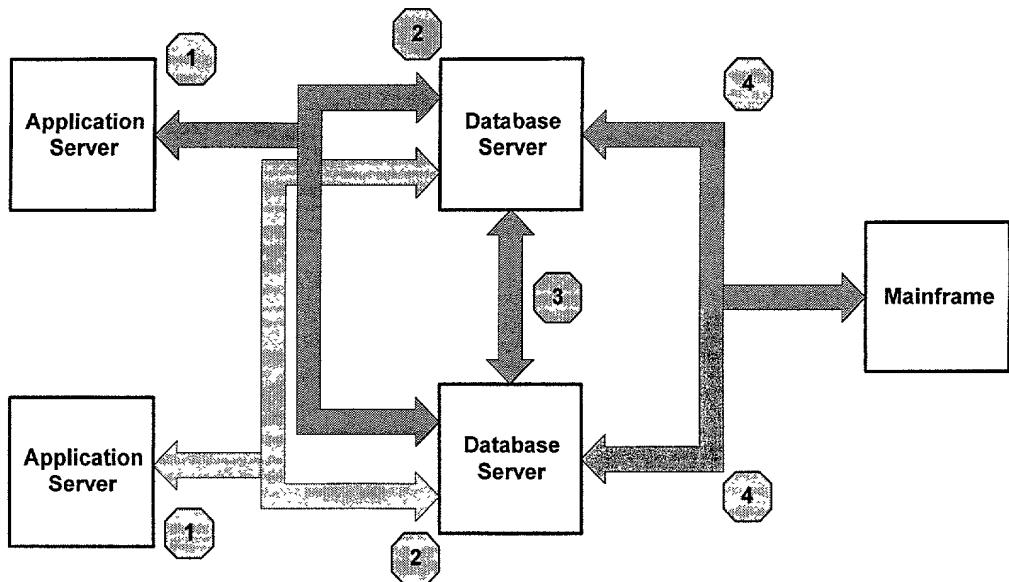


Figure 44

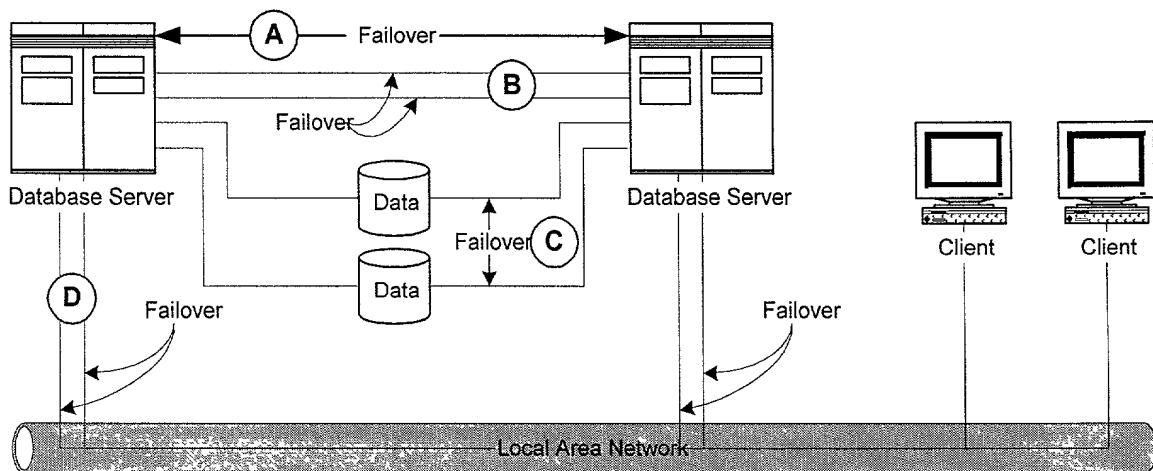


Figure 45

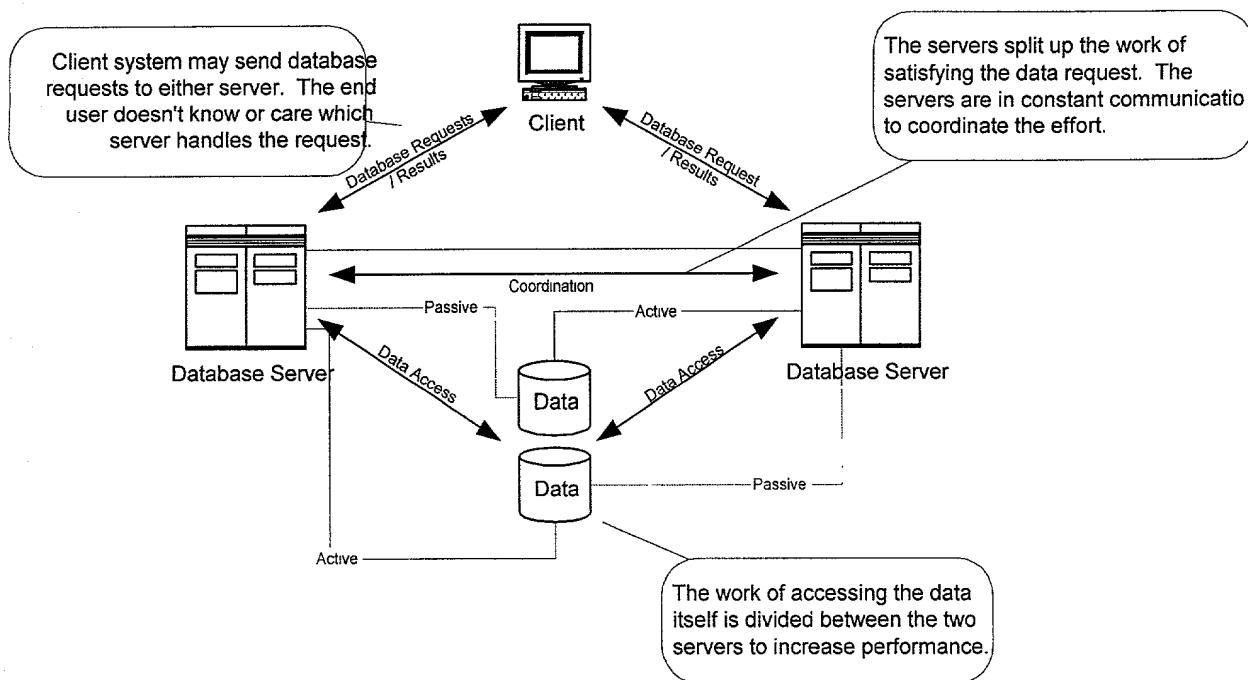


Figure 46

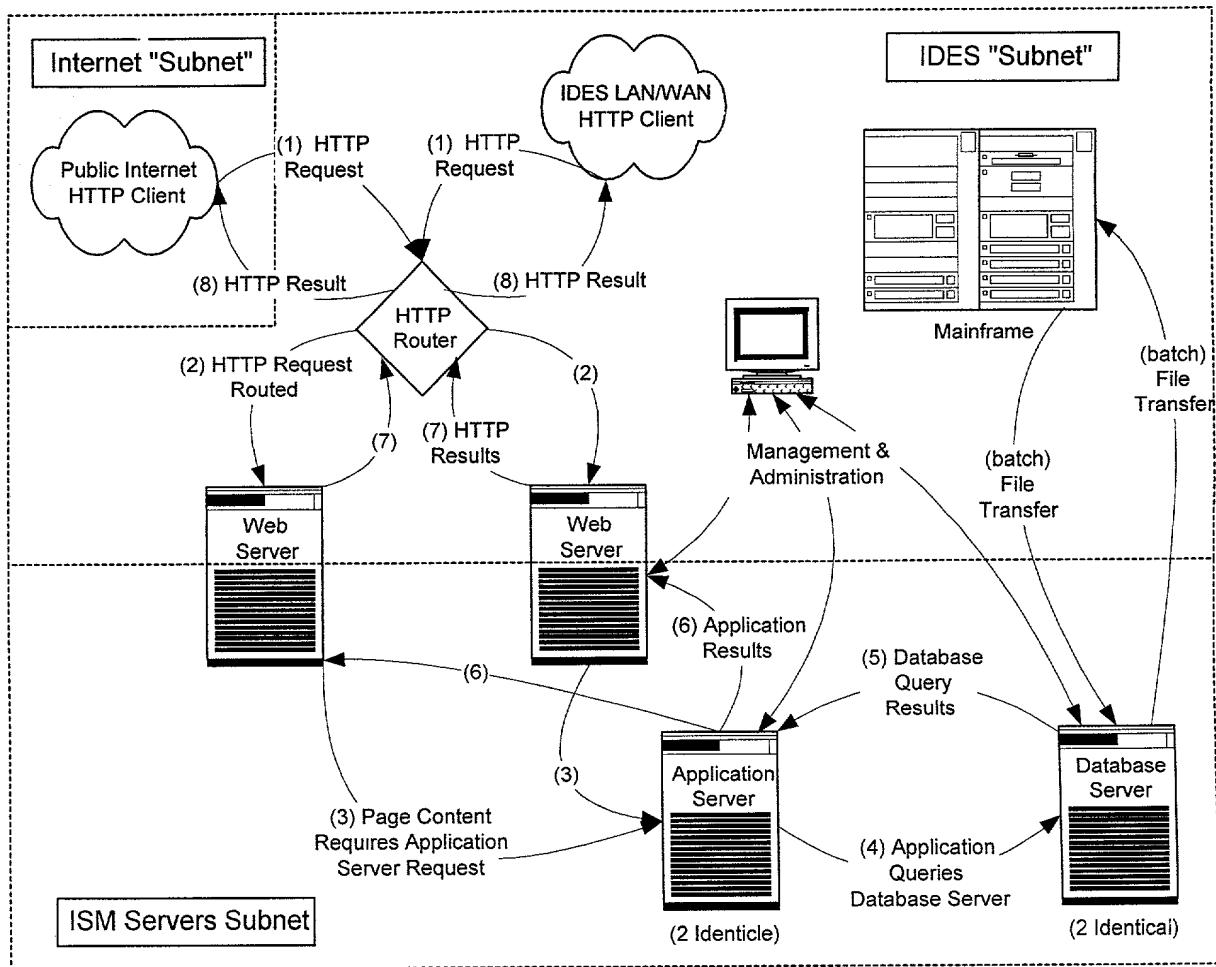


Figure 47

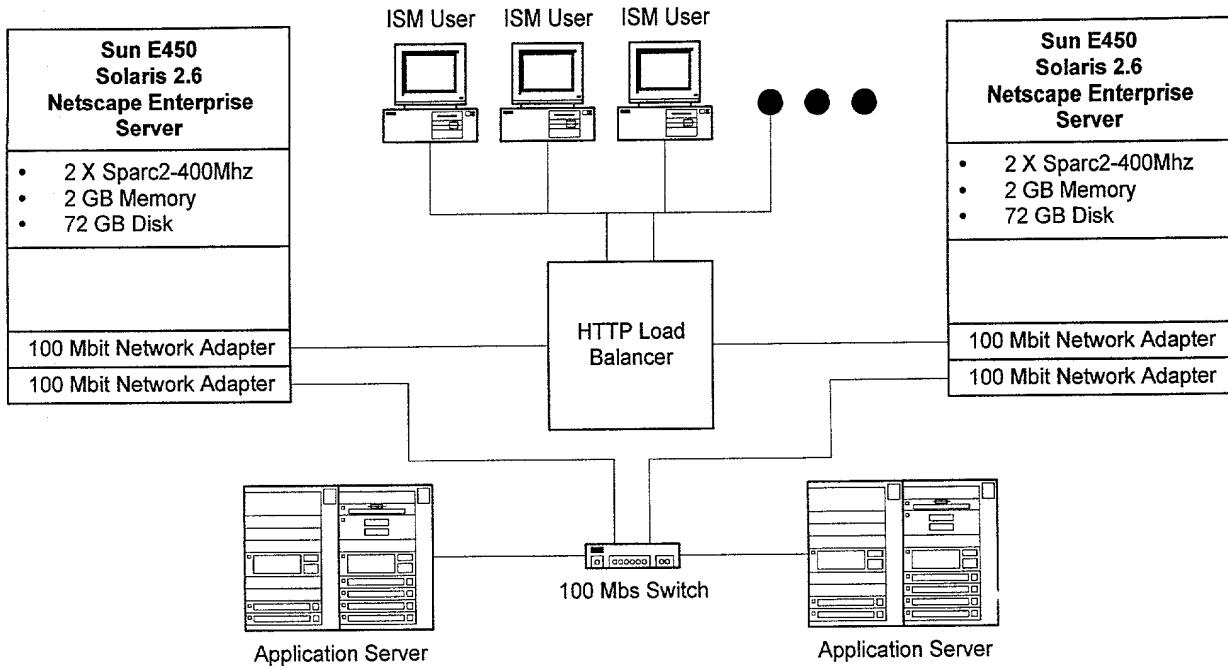


Figure 48

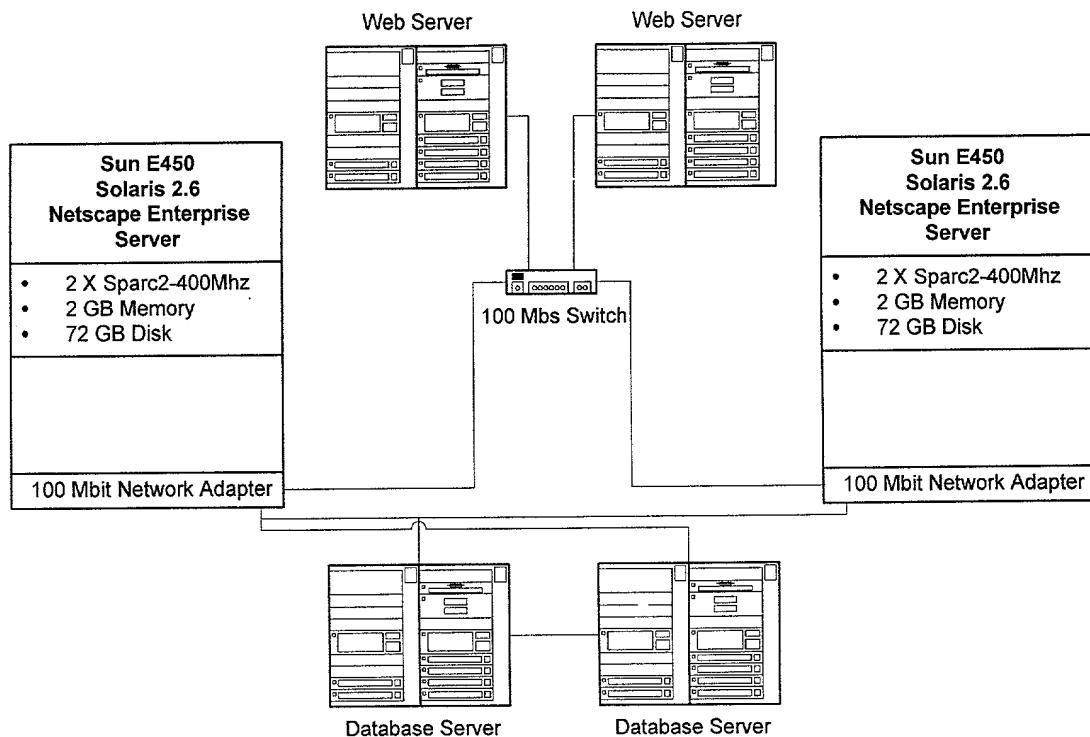


Figure 49

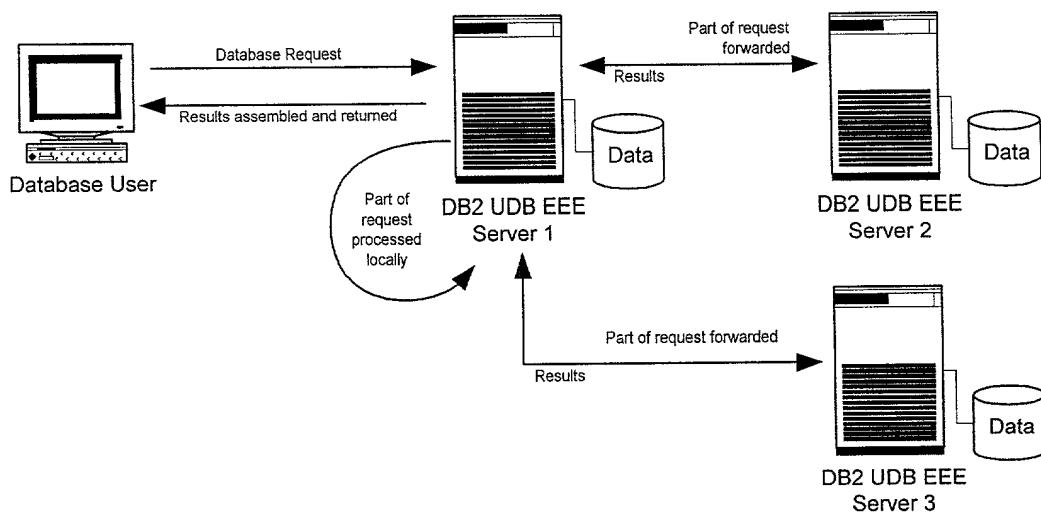


Figure 50

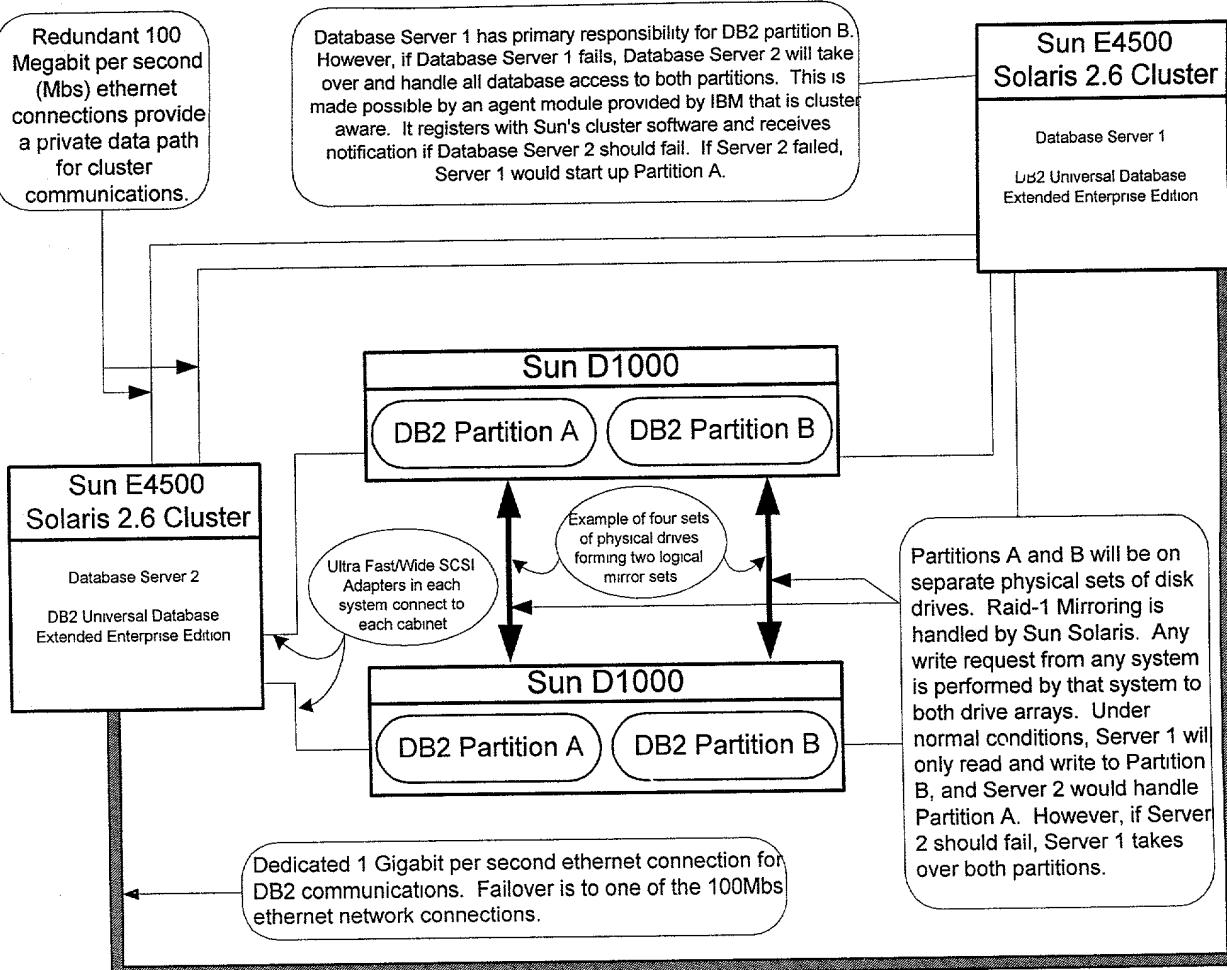


Figure 51

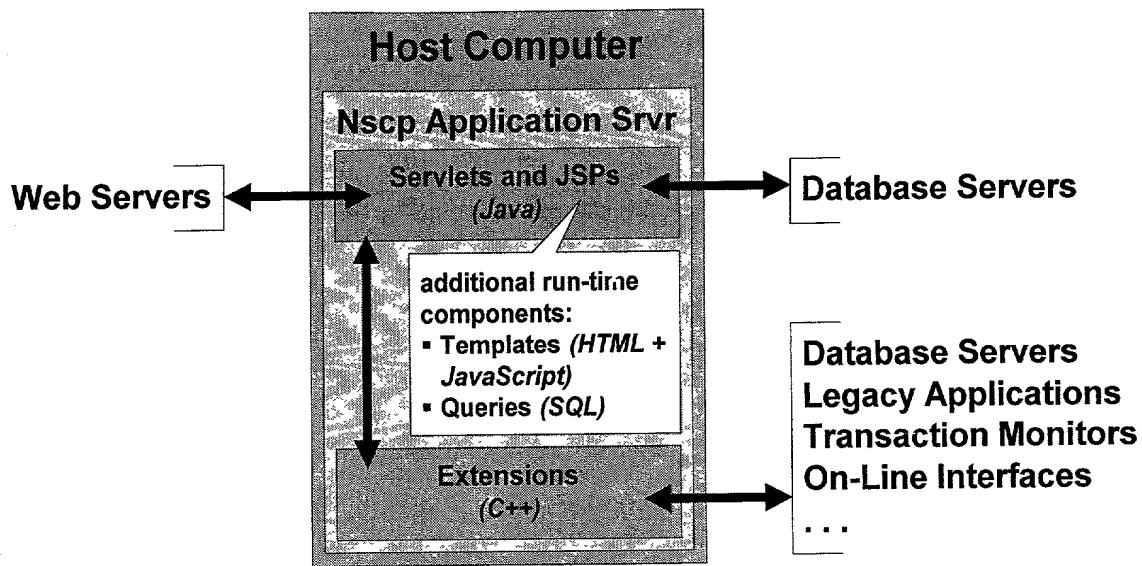


Figure 52

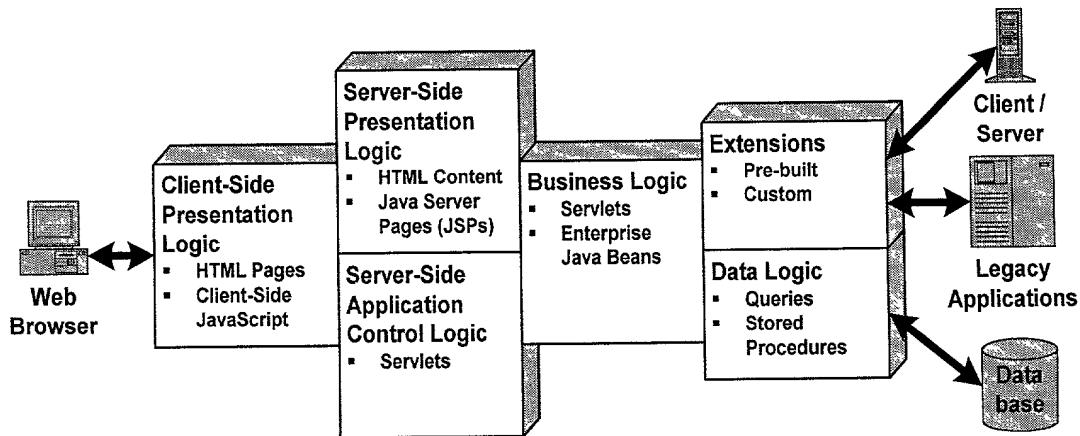


Figure 53

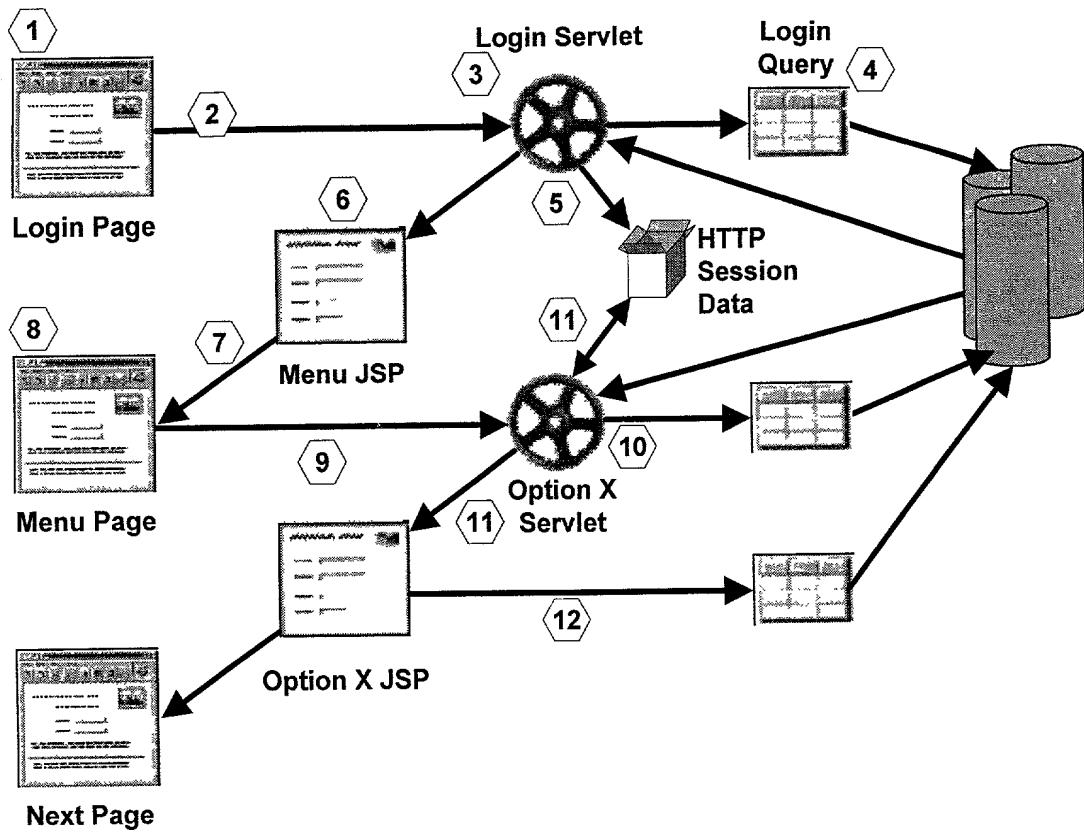


Figure 54

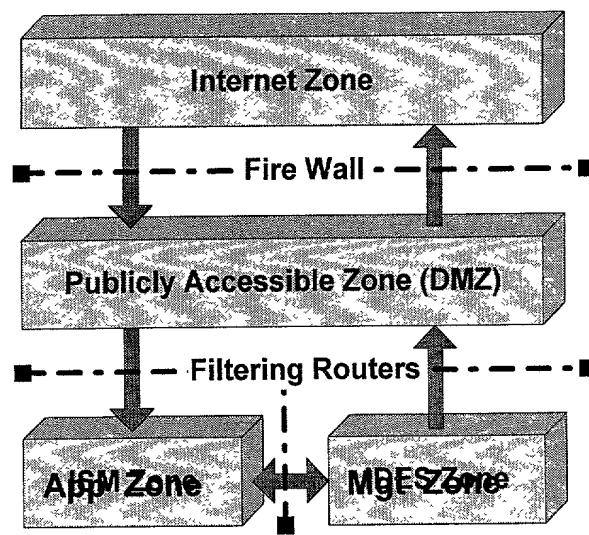


Figure 55

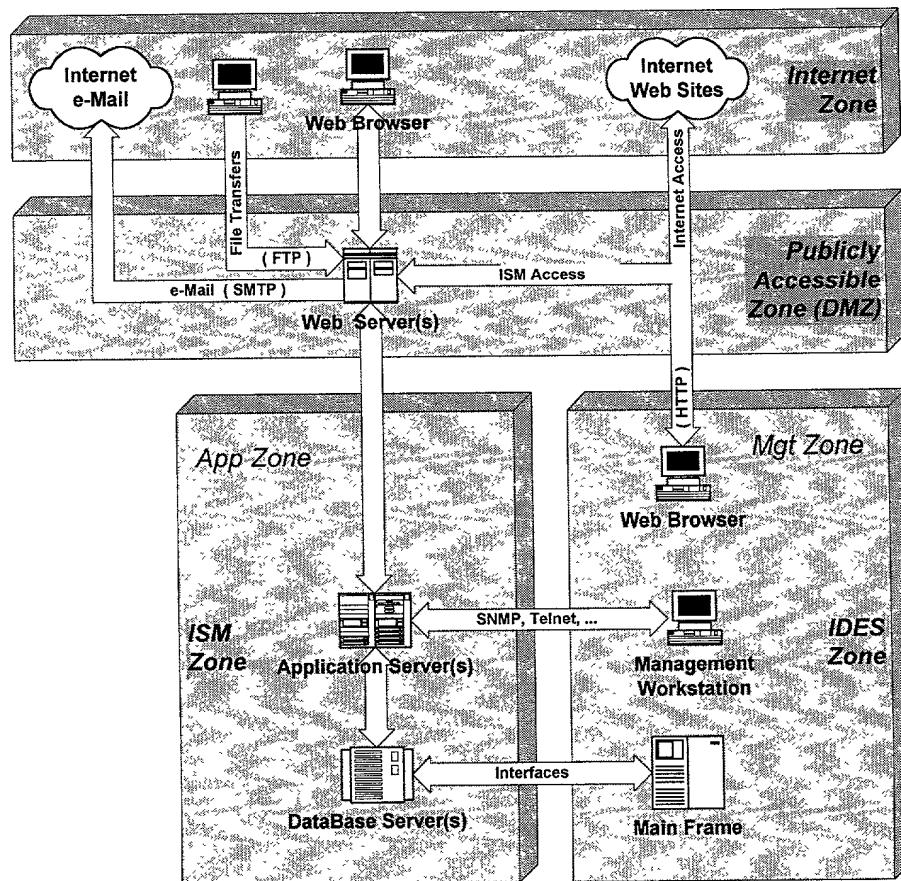


Figure 56

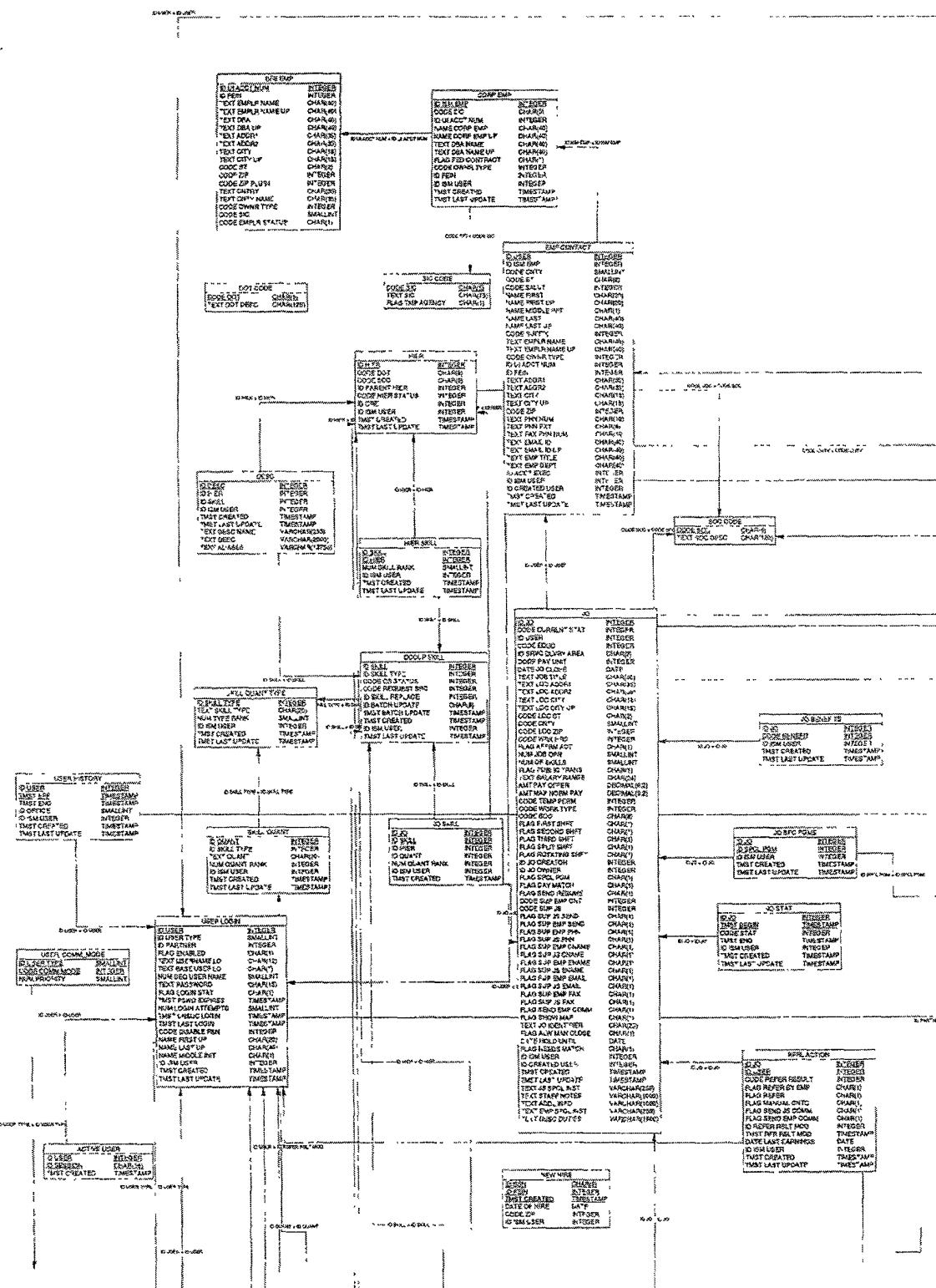


Figure 57

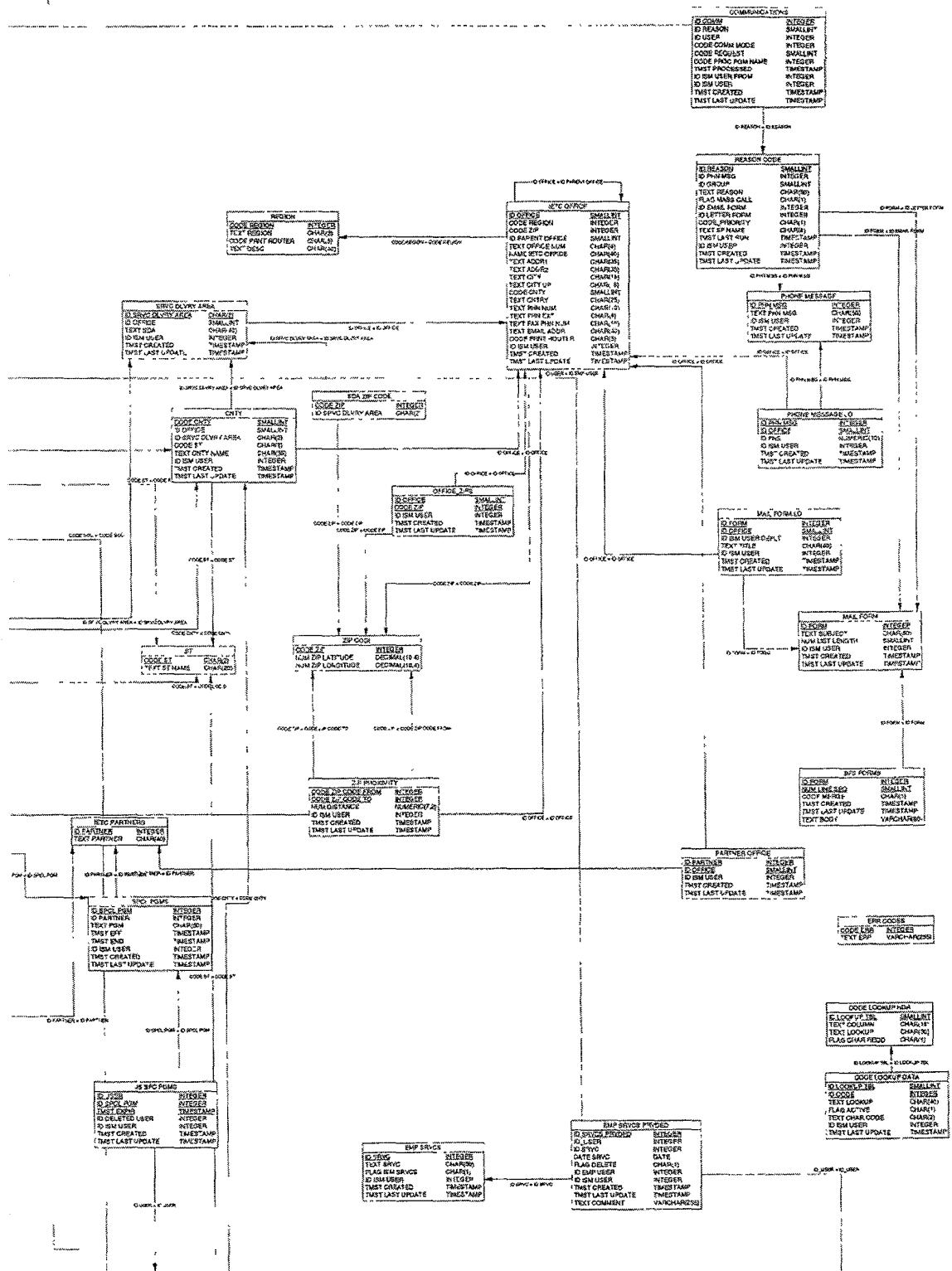


Figure 58

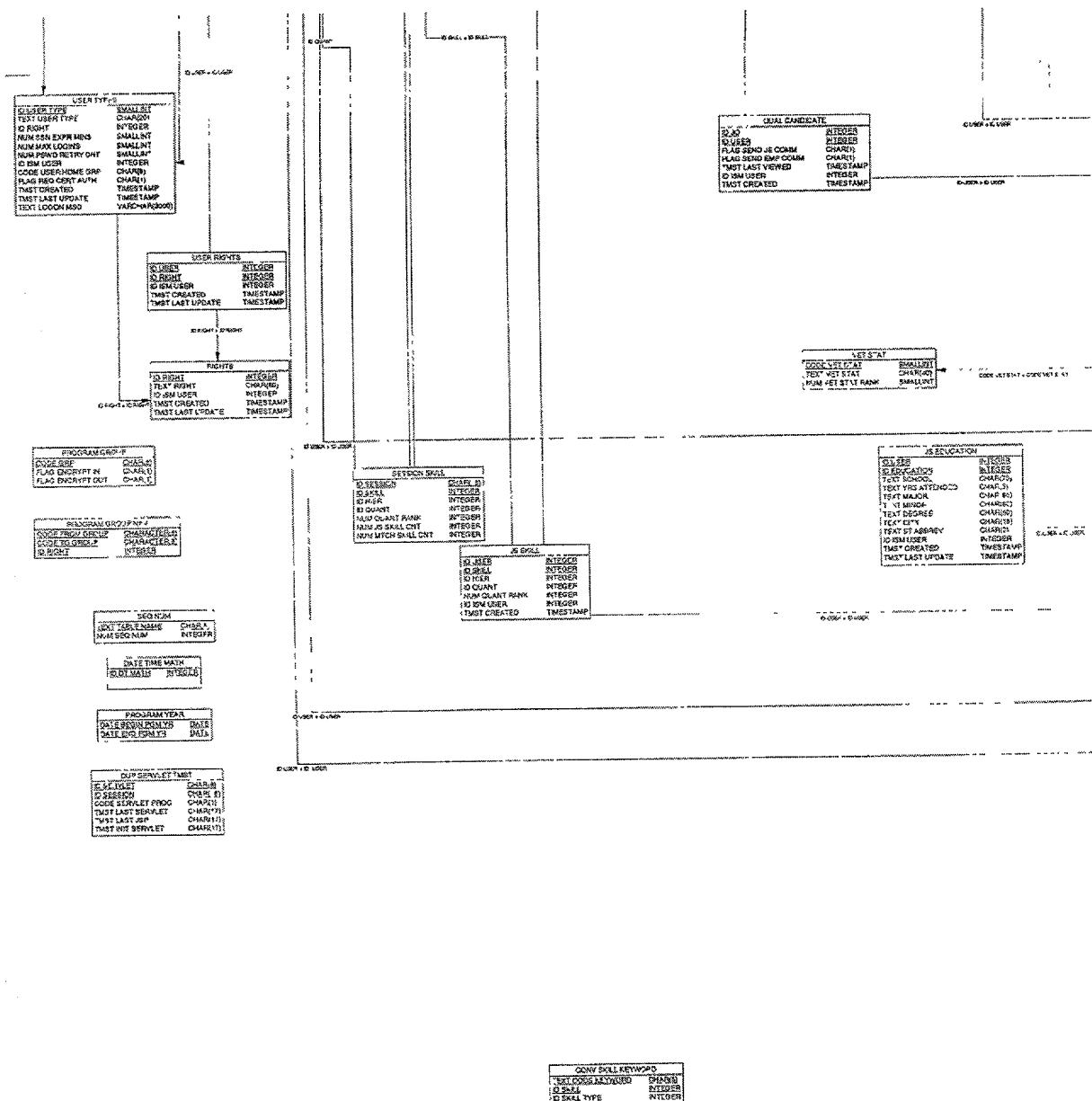


Figure 59

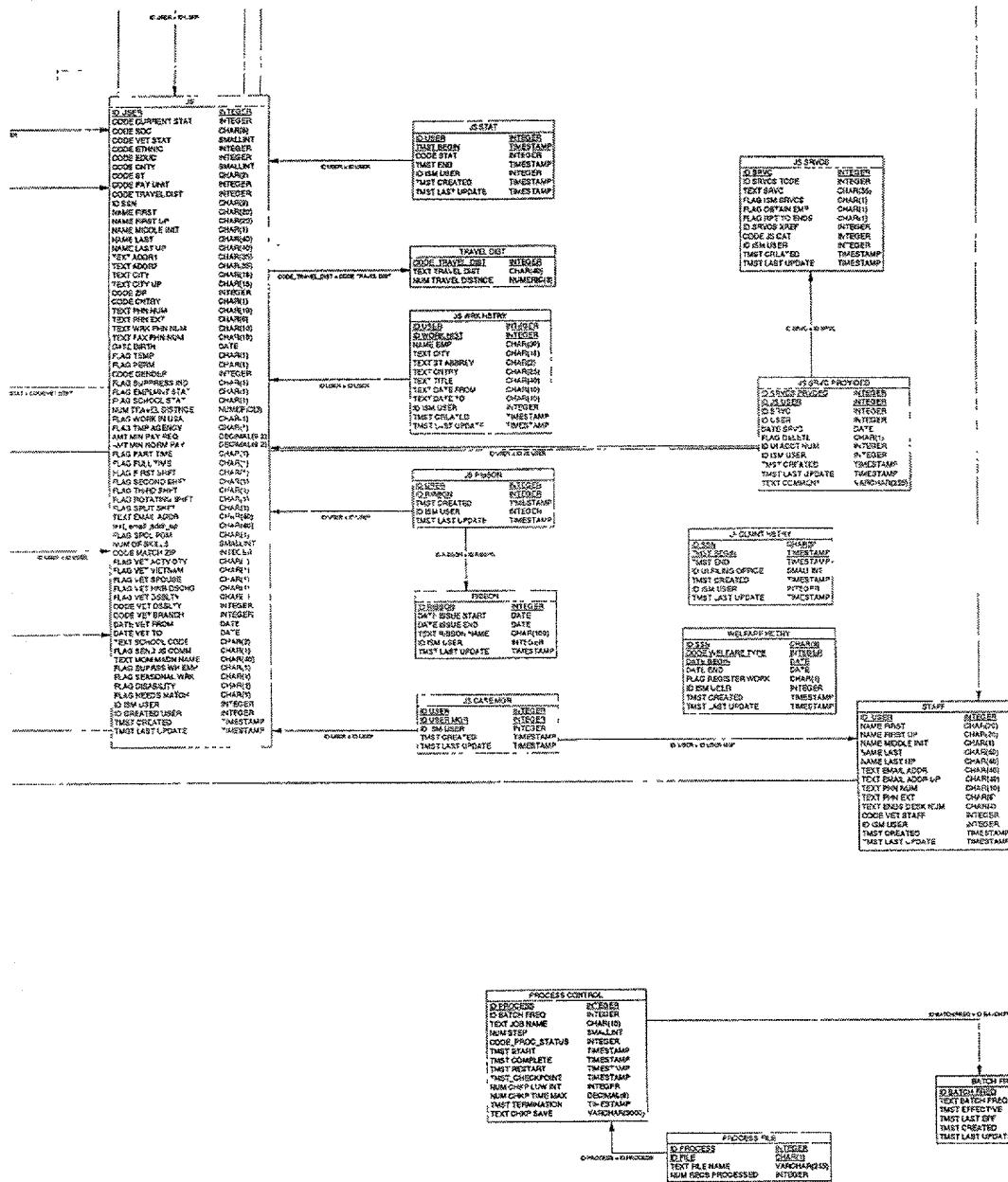


Figure 60